

**Skidmore College Faculty and Staff  
Conflict of Interest Policy and Disclosure Form**

Every Skidmore College employee has an obligation to act in the best interests of the College when performing his or her job. Outside financial interests and legal commitments should not be permitted to create conflicts of interest that interfere with that primary obligation. Such a conflict of interest exists if an employee has an external financial interest or fiduciary or other legal obligation that reasonably could be seen as creating an incentive for the individual to modify the conduct of his or her College activities or to influence the conduct of others. Conflicts of interest can arise from stock ownership, board memberships, consulting relationships, and any activity from which the individual derives legal obligations or expects to receive remuneration from an entity outside the College. Conflicts can arise from many ordinary and appropriate activities; the existence of a conflict does not imply wrongdoing on anyone's part, but when conflicts do arise, they must be recognized and disclosed, and then eliminated or appropriately managed. Some relationships may create an appearance of conflict; those, too, are important to eliminate or manage so that we may maintain public confidence in the integrity of our activities.

If you believe you might have a conflict of interest, you should notify your Dean, Vice President, Supervisor or other direct report and file the form below which seeks to identify any conflicts of interest of the sort described above, and to ensure that they are formally reported to the College and eliminated or appropriately managed. If applicable, please answer the questions below as fully as you can. You will be contacted if there is need for any further action.

These forms will be treated confidentially. You must complete this form only if there is a conflict of interest or a reasonable person would believe that your judgment about or conduct in your Skidmore activity could be or appear to be influenced or affected. If you have any questions about the form or about specific potential or actual conflicts of interest, please feel free to contact either your immediate direct report, respective Dean or Vice President, the Office of the Vice President for Finance, Administration and Treasurer, or Office of the President.

***Conflict of Interest Disclosure Form***

1. Do you, your spouse or domestic partner, child or stepchild, parent, sibling, grandparent, grandchild or in-law have equity interest (including stock, stock options, or other securities, BUT NOT stock owned through mutual funds or stock in a public company, if the stock is valued at \$10,000 or less), or any ownership interest in any business entity whose business operations are related or potentially related to your responsibilities at the College?

Yes\_\_\_\_\_ No\_\_\_\_\_ (If yes, please disclose by adding pages or attachments as needed)

2. During the past twelve months, did you, your spouse or domestic partner, child or stepchild, parent, sibling, grandparent, grandchild or in-law receive a salary, royalties, consulting fees, honoraria, gifts of more than nominal value or other payments from any person or entity that is related or potentially related to your responsibilities at the College, or in the next twelve months do you expect to do so?

Yes\_\_\_\_\_ No\_\_\_\_\_ (If yes, please disclose by adding pages or attachments as needed)

*For purposes of this form, "related" means so linked or associated that a reasonable person would believe that your judgment about or conduct in your Skidmore activity could be or appear to be influenced or affected.*

*By signing here, you are certifying that the information that you provide in this form is accurate to the best of your knowledge as of the date of your signature, and you commit to providing an updated form to the College whenever a material change occurs in the information you have provided.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Separate annual disclosure forms are required annually to be filed by Trustees, Officers and certain other employees of the College such as purchasing, and accounting personnel and those faculty and staff paid by grants.