

CONFLICT OF INTEREST

I. Purpose

Western Dakota Technical College's Board of Trustees and the College take conflict of interest matters seriously and expect all employees and Board of Trustee members to adhere to their responsibility of reporting conflicts of interest accordingly.

II. General Statement of Policy

A. In the course of Western Dakota Technical College's (WDTC) business proceedings, actual and potential conflicts of interest are occasionally present. At WDTC, a conflict of interest is present whenever

- 1) one's professional duties or obligations are compromised, or appear to be compromised, by outside interests or concerns, personal gain, or personal relationships.
- 2) one has an external business or external financial interest in entities that are also doing business with WDTC.

When presented with a potential or actual conflict of interest, or whenever an employee or Board of Trustee member is in doubt as to whether or not such a conflict exists, an employee or Board of Trustee member has a responsibility to disclose the potential or actual conflict.

Employees shall make full disclosure to the immediate supervisor and to Human Resources as to the exact nature of the potential or actual conflict of interest. Supervisors are strongly encouraged to consult with Human Resources in the event of any concerns or questions with regard to any particular disclosure of a potential or actual conflict of interest.

Board of Trustee members shall make full disclosure at the Board of Trustee meeting to the exact nature of the potential or actual conflict of interest.

If it is determined that an actual conflict of interest exists, employees and Board of Trustee members, when necessary, should recuse themselves from direct involvement in any decision making regarding that business activity or financial enterprise as it concerns WDTC, unless determined otherwise.

III. Definitions – None

IV. Reporting Procedures

- A. Employee conflicts of interest will be documented in the employee's file by the Senior Human Resources Generalist.
- B. Board waivers for a conflict of interest by a Board of Trustee member will be sent to the State Auditor General by the Board secretary.

V. Dissemination of Policy and Training

- A. This policy shall appear on the Western Dakota Technical College website on the policy webpage.

Legal References: [SDCL 3-23](#)

Board Approved 3/10/2021; Committee Reviewed 5/9/2023