

UNIVERSITY OF DETROIT MERCY

Conflict of Interest and Code of Ethics

INTRODUCTION

This policy covers all full-time and part-time employees of the University. The policy specifically excludes contractors, adjunct faculty, and individuals that receive 1099 forms for their compensation reporting by UDM as opposed to W-2 forms. Individuals covered under this policy are required to complete the attached disclosure statement.

Conflict of Interest

UDM is committed to avoiding employee conflicts of interest. Conflicts of interest arise when an employee's personal economic activities, or those of the employee's family,

transaction of the University

University Funds and Other Assets

Employees who have access to University funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the University's instructional manuals or other explanatory materials, or both. UDM imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or the Human Resource Department so that UDM can promptly investigate further.

When dealing with anyone outside UDM, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the University, or any outside individual, business, or government body.

Prompt Communications

In all matters relevant to students, suppliers, government authorities, the public and others in the University, all employees must make every effort to achieve complete, accurate, and timely communications—responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality

When handling financial and personal information about students or others with whom the University has dealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for the University's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

**EMPLOYEE DISCLOSURE STATEMENT REGARDING
CONFLICTS OF INTEREST**

I have read and understand the University of Detroit Mercy policy regarding Conflicts of Interest and Code of Ethics. I understand that as an employee of UDM, I am required to state that I am in compliance with the policy or that I have disclosures to make in accordance with the policy.

I have no disclosures to make relative to my compliance with the policy, except for the following:
