

ASSOCIATED STUDENTS, SJSU

CONFLICT OF INTEREST AND CONFIDENTIAL INFORMATION

CONFLICT OF INTEREST

The California Education Code and the California Corporations Code include specific provisions which require Associated Students, SJSU to prevent potential conflicts of interest between Associated Students, SJSU, its employees, clients, and vendors. California Education Code, Section 89006, states:

It is unlawful for any person to utilize any information, not a matter of public record, that is received by that person by reason of their employment by, or contractual relationship with, the trustees, the California State University, or any auxiliary organization of the California State University, for personal pecuniary gain, not contemplated by the terms of the employment or contract, regardless of whether the person is or is not so employed or under contract at the time the gain is realized.

Associated Students, SJSU has a long-standing policy to conduct all operations in an ethical manner and in compliance with all applicable laws and regulations. All Associated Students, SJSU employees are expected to act in accordance with this policy.

All employees must avoid situations where their loyalties may be divided between Associated Students, SJSU's interests and those of themselves, a customer, and/or a vendor. Associated Students, SJSU employees must also avoid creating or engaging in an activity that even has the appearance of improper personal advantage or other conflict of interests. Therefore, no employee may have any outside interest, whether professional, personal, or economic which creates a conflict of interest with the best interests of Associated Students, SJSU.

It is not feasible to describe every situation from which a conflict of interest may arise. The following general guidelines illustrate conflict of interest situations.

- **Interests in Other Business:** Associated Students, SJSU employees and members of their family may not own a significant financial interest in the business of any supplier or vendor absent proper disclosure and approval.
- **Employment:** No Associated Students, SJSU employee should accept employment or any remuneration for a second job with a supplier or vendor absent proper disclosure and approval. The following types of additional outside employment are also prohibited absent proper disclosure and approval:
 - Employment which conflicts with your work schedule, duties and responsibilities or creates an actual conflict of interest.
 - Employment which impairs or has a detrimental effect on your work performance with Associated Students, SJSU.
 - Employment which requires you to conduct work or related activities during Associated Students, SJSU's working hours or using Associated Students, SJSU's facilities and/or equipment.
 - Employment which directly or indirectly competes with the business or the interests of Associated Students, SJSU.
- **Gratuities:** Associated Students, SJSU employees and members of their family may not solicit any gift, payment, or other favor from any current or potential Associated Students, SJSU

supplier or vendor. You are expected to represent Associated Students, SJSU in a positive, ethical, and loyal manner. Any employee found to be in violation of the Associated Students, SJSU conflict of interest policy will be subject to discipline, up to and including termination of employment. If you have any questions in regard to whether any actions may constitute a conflict of interest or violation of this policy, you should speak to your supervisor or to the Executive Director immediately

CONFIDENTIAL INFORMATION

The protection of confidential and proprietary business information is vital to the interests and success of Associated Students. Confidential information is any and all information related to our business that is disclosed to or known by you because of employment with the company and is not generally known to people outside the company.

An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the Executive Director.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.