



## Employee Disclosure Form

(see the attached definitions)

Please answer the following questions.

1. Other than in your capacity as an employee of Clafin University, within the last year:
  - A. Have you had any financial or other interest in any matter or transaction involving the University; Yes \_\_\_\_ No \_\_\_\_
  - B. Have you been an officer, director, employee, member partner, trustee or controlling stockholder in, any entity which has had any financial or other interest in any matter or transaction involving the University; Yes \_\_ No \_\_\_\_
  - C. Have you been aware of a transaction with the University involving a member of your family or any organization that in your best judgment could reasonably be construed to present a conflict of interest, real or apparent. Yes\_\_\_\_ No \_\_\_\_

If the answer to any of the above questions is “Yes”, please identify the matter, transaction or relationship and provide any information that you consider relevant to a determination about whether a conflict of interest exists. Please use additional paper as necessary.

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2. I have received and read the Conflict of Interest Policy of Clafin University, and, to the best of my knowledge, I am in compliance with that policy except as indicated above. I certify that the foregoing information is true and complete to the best of my knowledge.

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

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

## Definitions:

The following definitions are provided to assist in completing the “**The Employee Disclosure Form**” for Claflin University.

1. **Financial Interest** – When an employee or a member of the employee’s family, as defined below, (a) is the actual or beneficial owner of an organization conducting business with the University, or (b) has other direct or indirect dealings with such an organization from which the employee or a member of the employee’s family benefits directly, indirectly or potentially from cash or property receipts.
2. **Other Interest or Dealing** – For example, a University employee, or member of his or her family, as defined below, is the owner or serves as an officer, director, employee, partner trustee, or stock holder of an organization conducting business with the University.
3. **Family Member** – A spouse, parent, sibling, child, grandchild, or any other relative or person if the latter resides in the same household as the University employee.