

## **Conflict-of-Interest Policy for the University of Central Florida Board of Trustees**

1. **Scope.** The following statement of policy applies to each member of the board.

2. **Fiduciary Responsibilities.** Board members of the University of Central Florida serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the board are to be made solely on the basis of a desire to advance the best interests of the institution and the public good. The integrity of the university must be protected at all times.

Men and women of substance inevitably are involved in the affairs of other institutions and organizations. Effective boards will include individuals who have relationships and affiliations that may raise questions about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, each trustee has the responsibility to comply with Sections 112.311 – 112.326 of the Florida Statutes and ensure that the entire board is made aware of situations that involve personal, familial, or business relationships that create a conflict of interest. Thus, each year, each trustee must (a) be familiar with the Florida Statutes regarding conflicts of interest and the terms of this policy; (b) disclose to the board chair any possible personal, familial, or business relationships that might reasonably give rise to a conflict involving the university; and (c) acknowledge by his or her signature that he or she is in compliance with the letter and spirit of this policy and applicable laws.

3. **Disclosure.** All trustees should list on this form those substantive relationships (a) that they or members of their family maintain with organizations that do business with the university, (b) that could be construed to affect their independent, unbiased judgment in light of their decision-making authority and responsibility; and (c) are required to be disclosed by the Florida Statutes.

If a trustee or officer is uncertain about whether or not to list a particular relationship, the board chair and institutional legal counsel should be consulted. Information shared or gathered as a result of such consultations (including information provided on this form) shall not be released except in accordance with court order, applicable public records laws, or when the institution's best interests would be served by disclosure. Such disclosure will be made only after informing those concerned.

For purposes of this policy, a business relationship is one in which a trustee, or a trustee's spouse or child serves as an officer, director, or proprietor of or has a material interest in an organization that does business with the University of Central Florida.

4. **Restraint on Participation.** Trustees who have declared a conflict of interest, or who have been found to have a conflict of interest, shall refrain from participating in the board's consideration of proposed transactions in which the conflict of interest may influence such board member's impartiality unless the board requests information or interpretation for special reasons.

If a conflict arises in the course of conducting business, trustees should recuse themselves from participating in decisions to seek or secure business with the board or the university.

If a conflict arises in the course of conducting university or board business, trustees should recuse themselves from participating in decisions related to the conflict of interest.

# Disclosure Form for the University of Central Florida Board of Trustees

1. Are you aware of any relationships as defined by the letter or spirit of this policy between the University of Central Florida and yourself or a member of your family that may represent a conflict of interest?

No

Yes

If Yes, please list such relationships and the details of annual or potential financial benefit as you can best estimate them.

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2. During the past 12 months, did you or a member of your family receive any gifts or loans from any source from which the university buys goods or services or otherwise has significant business dealings?

No

Yes

If Yes, please list them, their source, and their approximate value.

*Source*

*Item*

*Approximate Value*

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3. Exceptions: (If there are none, please indicate so.)

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I certify that I have read and understand the board's policy on conflict of interest and that The foregoing information is true and complete to the best of my knowledge.

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Name (please print)

Signature

Date

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