I. Purpose/Introduction/Rationale
Rollins College was organized and exists for the purpose of qualifying its students to engage in the learned professions or other employment of society and to discharge honorably and usefully the various duties of life. A fundamental principle of such endeavor is the application and use of high ethical and moral standards. The purpose of this policy is to assure all who look to Rollins College for service and leadership that those persons who establish and administer policy and those who teach and otherwise work in the employ of the College dedicate themselves to the welfare of the College and its students to the exclusion of ulterior purposes and conflicts of interest.

II. Scope
This policy applies to all trustees; officers, faculty members, and employees of Rollins College and is intended to serve for the guidance of members and their immediate families.

III. Procedure or Application
A. A conflict of interest exists when any individual covered by this policy has a relationship or engages in an activity which may impair or adversely influence his or her judgment with respect to policy promoting the best interests of the College and the public good, or which may impair or adversely influence the performance of his or her duties to the College.

B. A conflict of interest exists when a person benefits financially, either directly or indirectly, from his or her employment or appointment by Rollins College save and except for compensation and financial benefits paid or granted by the College. Trustees, officers, faculty, and staff may not accept gifts, travel or entertainment with a value greater than $100 from a vendor, an organization, or an individual who conducts, or wishes to conduct, business with the college. Plaques or other recognition awards that have nominal value are permitted.

C. In any case where a conflict of interest exists, or may exist, or the appearance of a conflict of interest may exist, it shall be the duty of the person covered by this policy to disclose his or her interest, including any interest in the organization or entity which may benefit from the person's association with Rollins College and including any such beneficial interest a member of the person's immediate family may have because of the person's association with Rollins College.

D. Persons who perceive the existence of a conflict of interest shall not endeavor to resolve the conflict or determine that the external benefits will not adversely affect Rollins College; but shall make a full disclosure of the facts, circumstances, relationships and transaction as follows:
   1. Trustees (including the President) shall report to the Chairman of the Board and the Audit Committee Chairperson. Potential conflicts are not considered confidential information.
   2. Officers shall report to the President;
3. Faculty members shall report to the Provost
4. Other employees shall report to their immediate supervisors who shall keep the appropriate officers of the College currently informed.

E. Reports shall be made promptly, and in the discretion of the person receiving the report shall be made in writing and signed by the person making the disclosure.

F. Persons covered by this policy are encouraged to avoid relationships and transactions which constitute a conflict of interest. When such situations cannot be avoided, the persons involved shall refrain from being present during and/or participating in consideration of the transaction affected by the conflict of interest unless under special circumstances the College determines that their participation is imperative for the welfare of the College and the public good. If such a waiver is indicated, it shall be in writing and signed by the Officer or Board making the determination, and a copy of the Waiver shall be provided to the Chairman of the Board and the Audit Committee Chairperson.

IV. Related Policies or Applicable Publications
N/A

V. Appendices/Supplemental Materials
N/A

VI. Rationale for Revision
N/A