

**Conflict of Interest and Commitment (Including Outside Employment/Activities)**

Institutional policy 4.k Conflict of interest Policy (employee) describes HU's policy related to employee conflict of interest.

See: <https://www.heritage.edu/university-policies/>

Consistent with its mission of service and its desire to operate openly, fairly, and for the common good, employees of Heritage University are expected to maintain high ethical standards and exercise sound business judgment in carrying out their duties and responsibilities.

In addition, employees of Heritage University shall not maintain any financial interests, direct or indirect; engage in any business or transactions; use privileged information or personal influence; nor undertake any activity that will secure any individual or group special privileges or advantages that are in conflict with their obligations or responsibilities to the University.

Employees must disclose to their immediate supervisor any circumstances they become aware of that may constitute a conflict of interest, including all circumstances where the appearance of a conflict may be inferred by others not party to the transaction.