



Employee Name \_\_\_\_\_ School \_\_\_\_\_

## Potential Conflicts of Interest

I understand that I cannot improperly use or disclose private, controlled, or protected information obtained in the course of carrying out my duties as a public employee. (See Utah Code § 67-16-4)

I understand that I cannot receive, accept, take, seek, or solicit for myself or for another a gift, compensation, or loan of substantial value or economic benefit that could be seen as influencing me in carrying out my duties as a public employee; that is primarily a reward for official actions; and/or that may affect actions I take related to the donor or lender unless I disclose the gift, compensation, or loan. I understand this does not apply to an occasional nonpecuniary gift, having a value of not more than \$50; a publicly-presented award for my public services; a bona fide loan made in the ordinary course of business; or a political campaign contribution. (See Utah Code § 67-16-5). In any case, I understand that I may not accept a bonus or incentive from an individual or entity where it may create the appearance of a conflict of interest or impropriety or use my position to solicit or promote an event or program for which I receive a benefit. (See Utah Admin. Code R277-515)

I understand that I may participate in a private but public education-related activity so long as the activity is separate and distinguishable from employment in Summit Academy and does not interfere with the performance of my duties as an employee of Summit Academy. If I am involved with a private but public education-related activity, I must disclose this information to my supervisor. (See Utah Admin. Code R277-107)

I understand that I cannot receive compensation from any person or entity for assisting in a business transaction involving Summit Academy unless I fully disclose my interest. Similarly, I understand I cannot receive compensation for participating in an official capacity for a business or entity that is subject to regulation of Summit Academy. Moreover, I understand that I cannot have personal investments in any business that will create a substantial conflict between my private and my public duties. (See Utah Code § 67-16-6 to 9)

**Name of entity/business/person and address with whom I have a potential conflict of interest:**

**Position/relationship/nature of my interest or involvement with the entity/business/person:**

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**Describe in detail why you believe the *potential* conflict does not rise to the level of an *actual* conflict or describe how you will resolve the conflict (ex: recusal; modification of procurement, etc.):**

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By signing this document, I certify under the penalty of law that I am disclosing the true nature of any potential conflict of interest, and I know of my responsibility to comply with all Summit Academy policies, USBE rules, and Utah State laws and regulations that prohibit me from engaging in activities that create actual conflicts of interest. I have had time to ask questions relating to the information contained herein and am aware of Summit Academy policies available online at: <https://www.summitacademyschools.org/apps/pages/board-policies>. I acknowledge I am responsible for disclosing potential conflicts to Summit Academy and for curing any actual conflicts, and in some instances, disclosing potential conflicts to the individual or entity from whom I receive compensation. I also understand that this disclosure is public information and subject to examination. Finally, I acknowledge that violation of my duty to properly avoid, disclose, and/or cure conflicts of interest may result in penalties listed in Utah Code § 67-16-12, including Summit Academy discipline or termination of employment.

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Employee Name

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School

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Signature

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Date

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Supervisor Signature

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Date

**\*Submit signed original to supervisor for approval; copy to Human Resources**

References:

- Utah Code §67-16-4 *et seq.*, Utah Public Officers' and Employees' Ethics Act
- Utah Administrative Code R277-107
- Utah Administrative Code R277-515
- Summit Academy Fiscal Policies:
  - Section 1.C.6. General Fiscal Definitions, Responsibilities, and Duties/Responsibility and Authority
  - Section 3.D.4. Fundraising – Administration of Fundraising Activities
  - Section 4. Donations and Gifts
  - Section 5.G. Procurement – Ethical/Legal Standards in the Utah Procurement Code