



Cornell University
ILR School

Conflict of Interest and Commitment Disclosure Statement for Staff Members and Extension Associates As of October 1, 2018

Dear Colleagues:

This document is to provide you with the Conflict of Interest and Commitment disclosure form for your updated information. An important part of this effort is to identify and to understand the potential or actual conflicts of interest and commitment that we might encounter in our positions.

Jon Horn, Director of Internal Control, and I are available by phone or e-mail at any time if you have any questions at all about updating your previously submitted form. Also, if you do have a conflict of interest and/or commitment and want to propose a way to mitigate that conflict, please include that in your email response to Jon Horn at jph3@cornell.edu along with the completed form.

The University Policies 4.14 Conflicts of Interest and Commitment and 4.6 Standards of Ethical Conduct allow the ILR School to prescribe additional rules and requirements for disclosure, and the policy provides guidance as follows:

Individuals have an obligation to report in a manner that is sufficiently detailed to permit an accurate and objective evaluation and to cooperate fully in the review of pertinent facts and circumstances.

In accordance with University policy, your disclosure statement will allow the School to appropriately identify and manage potential conflicts. These disclosure statements will remain confidential and will only be reviewed by members of the Dean's Office including the Dean, the Associate Dean of Finance, Administration and Corporate Relations, the Associate Dean for Academic Affairs and Diversity, the Associate Dean of Outreach and Research, and the Director of Internal Control.

Therefore, it is essential to the effective administration of this policy that employees disclose potential conflicts of interest and commitment during the year and as the potential conflicts arise. As our professional relationships change and evolve during the year, you are required to report your potential conflict BEFORE you enter into agreements or business relationships with a related party. The potential conflict must

be reported to your immediate supervisor and to Jon Horn, Director of Internal Control. The potential conflict will then be reviewed and a mitigation plan will be developed.

We appreciate your cooperation with this effort.

Sincerely,

Joe Grasso and Jon Horn

Example of Disclosure:

Below are the key areas where the ILR School is requiring staff members (including Extension Associates) to disclose certain potential or actual conflicts of interest or commitment. An example of the type of disclosure and explanation we are seeking is found below. If your roles and responsibilities intersect or are directly connected to a relative, business partner, etc., please explain how and why your roles overlap or are connected and how any relationship conflict can be mitigated or managed.

Related Person	Cornell Unit	Position	Explanation of How Roles Intersect
Roberta Jones – My sister	CU Facilities Management	Purchaser for Office Furniture	My sister approves office furniture purchases for the University and I do for ILR. Procurement Management should be asked to have a different person approve furniture purchases and vendors for ILR

DISCLOSURE STATEMENT

- List all relatives employed at ILR or Cornell in positions with which you have a “business relationship”, specifically one which involves purchasing or receiving services or goods, creating revenue contracts, processing gift agreements, or directing their work or being directed by a relative. This policy requires you to disclose these relationships so that they can be managed if a conflict or potential conflict exists.

Related Person	Cornell Unit	Position	Explanation of How Roles Intersect

- Disclose independent contractors or businesses which are related to you or known to you as friends, relatives, or associates and which conduct business with the ILR School or with Cornell University that intersects with your position. For example, if you are responsible for sourcing independent contractors to train or teach in programs you are overseeing and the person you are hiring is related to you or is a friend, you need to disclose this relationship. If you are securing catering, photography, IT, or any other service from these parties, you must disclose the relationship.

Related Person	External Business or Vendor	Position	Explanation of How Roles Intersect

- Disclose and list additional employment and consulting work you or a family member perform which may conflict or intersect with your duties at ILR and Cornell. If you worked for, or do work for, any faculty or staff members to provide services outside of normal work hours, disclose them here.

Related Person or Business	Type of Outside or Additional Employment	Services Provided	Explanation of How Roles Intersect

- List any outside business or interest in a business that you have that also sells or provides the types of equipment or services that you are purchasing on behalf of Cornell and ILR.

Related Business or Interest	Related person at the Business	Type of Products or Services Being Purchased	Explanation of Potential Conflict

- List all board member positions in non-profit or professional associations which may have some type of connection to your work at Cornell. Please report all elected offices, appointed public offices, or paid governmental positions you hold regardless of whether you think they are related to your work at Cornell.

Board Member or Government Position	Is the position paid or unpaid?	Your role in the organization.	Explanation of Potential Conflict

I have fully disclosed all potential conflicts of interest and commitment.

Name/Title/Unit

Date