



*Preparing people to lead extraordinary lives*

## CONFLICT OF INTEREST DISCLOSURE STATEMENT

I, \_\_\_\_\_, have read and understand the Loyola University Chicago Conflict of Interest Policy, and I will conduct myself so as to avoid any conflicts or potential conflicts of interest relating to my position as an employee of Loyola University Chicago (the “University”).

I, and the members of my family (spouse, parents, siblings, children, their spouses, etc.), now have the following affiliations or interest and have taken part in the following transactions, that when considered in conjunction with my position as an employee of the University, might constitute a conflict of interest. (Check “None” where applicable). If additional space is needed, please use as much space as required. The disclosure should signed and sent to the next higher administrator in the employee’s supervisory line who is at least at the level of departmental director or chair for review and that administrator will involve the appropriate Vice President, Provost or President as necessary.)

**1. Outside Employment or Service:** Identify any outside employment or provision of outside services, current or planned, which may be in conflict with your position as an employee of the University.

None \_\_\_\_\_ or please explain:

**2. Outside Interests, Financial and Other:** Identify any interests or positions which you or your family (as defined above), directly or indirectly, hold in any outside concern from which the University secures, or will secure goods or services, or that provides services competitive with the University

None \_\_\_\_\_ or please explain:

**3. Gifts, Gratuities, Services and Entertainment:** Identify any gifts, gratuities, services or entertainment in excess of \$250.00 that you or your family (as defined above) have accepted that might influence your judgment or actions concerning business of the University.

None \_\_\_\_\_ or please explain:

**4. Other:** Identify any other activities in which you or your family (as defined above) are engaged that might be regarded as constituting a conflict of interest.

None \_\_\_\_\_ or please explain:

I hereby agree to promptly file a further Disclosure Statement regarding any situation that may develop before the scheduled completion of my next Disclosure Statement.

\_\_\_\_\_  
Faculty / Staff Signature

\_\_\_\_\_  
VP/Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

_____ VP for Human Resources	_____ Date
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