**Rochester Institute of Technology Conflict of Interest Management Plan**

For: ***<Employee name>***, ***<Employee title>***

Re: ***<Name of company>***

Rochester Institute of Technology (RIT) expects its employees to conduct their duties at RIT in accordance with university policies and procedures and in compliance with all applicable laws and regulations. The RIT Individual Conflict of Interest and Commitment (ICIC) Policy is designed to protect the integrity of the university, its faculty, staff, students, and the scholarship process.

***<Employee name>*** has properly disclosed, in compliance with the ICIC policy, that *<he/she/family member>* is *XX*% owner of ***<Name of company>*** and that ***<Name of company>*** provides services to RIT warranting this Conflict of Interest Management Plan.

**Conflict Management Strategies**

In order to preserve the integrity of ***<Employee name>*** and RIT the following conditions must apply:

1. Conflict of Commitment: ***<Employee name>***’s time commitment to ***<Name of company>*** must not interfere with ***his/her*** RIT duties and obligations. If ***<Employee name>***’s commitment to RIT diminishes due to the relationship with ***<Name of company>***, ***his/her*** supervisor may revisit the terms and conditions of this Conflict of Interest Management Plan in accordance with the ICIC policy.

2. RIT and ***<Name of company>***Relations: ***<Employee name>*** shall not be involved in the marketing of ***<Name of company>*** to RIT, approve or initiate any purchase or negotiate the terms of any contractual relations between RIT and ***<Name of company>***. If goods or services that would normally be purchased by ***<Employee name>*** within the scope of ***his/her*** duties at RIT (or any employee, department, or student that reports to ***him/her***) are to be acquired from ***<Name of company>***, ***<Employee name>*** is to immediately inform ***his/her*** supervisor. The supervisor or ***his/her*** designee will manage the purchase in accordance with established RIT procurement procedures.

3. Use of RIT Resources: Other than allowed by RIT policy, ***<Employee name>*** shall not use RIT resources or facilities for the benefit of ***<Name of company>***.

4. Status and Yearly Review: ***<Employee name>*** will inform ***his/her*** supervisor of any

change in the status of ***his/her*** ownership or relationship with ***<Name of company>***promptly.

***<Employee name>*** shall also initiate a yearly review of the status of this Conflict of Interest Management Plan with ***his/her*** supervisor in accordance with the ICIC policy.

I agree to this Conflict of Interest Management Plan, and understand that if circumstances

change, it may need to be modified or amended in writing.

***<Employee name>*** Date

***<Employee title>***

Approved:

***<Supervisor name>*** Date ***<Second level supervisor name>***Date

***<Supervisor title>*** ***<Second level supervisor title>***