NORTHWEST NAZARENE UNIVERSITY
Conflict of Interest Policy

Article I
Purpose

The purpose of the conflict of interest policy is to protect the Board of Trustees and Northwest Nazarene University interests when it is contemplating entering into any transaction or arrangement that might benefit the private interest of any person or party as defined in Article II.

Article II
Definition

A conflict of interest shall exist when any member or immediate family member of the NNU Board of Trustees, the NNU Foundation Board, or University administrators including the President, the Vice Presidents and deans of the various schools or those who report directly to a Vice President such as Director of Operations, Director of Admissions, etc., is an employee, officer, director, trustee, stockholder, or partner in, or attorney for any provider of goods and services to Northwest Nazarene University.

A conflict of interest shall also exist if a trustee, foundation director, administrator, dean or immediate family member would stand to benefit financially from any decision made by the Board of Trustees or Northwest Nazarene University.

Article III
Procedures

1. Duty to Disclose
A trustee, foundation director, administrator or dean must disclose the existence of any actual or possible conflict of interest as defined in Article II to either the chair of the Board of Trustees and the President of NNU, or the whole Board of Trustees, or the NNU Foundation Board chair and the President of NNU.

2. Determining Whether a Conflict of Interest Exists
After disclosure of an actual or possible conflict of interest, the Board of Trustees shall decide if a conflict of interest exists. After any discussion with the trustee, foundation director, administrator or dean, he/she shall leave the board or committee meeting while the determination of whether a conflict of interest exists is discussed and voted on.

3. Procedures
   a. A trustee, foundation director, administrator or dean with a conflict of interest, after disclosure of the conflict, may make a presentation to the board or cabinet, or other administrative meeting, but after the presentation, he/she shall excuse themselves during the discussion of and decision on, any transaction involving the possible conflict of interest.
   b. The chair of the board or committee may, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction.
   c. The board shall exercise due diligence in pursuing transactions, arrangements or providers for the highest good of Northwest Nazarene University.
   d. The minutes of the board and all committees shall contain:
      1. The names of persons who disclosed or were otherwise found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest existed, and the board’s or committee’s decision as to whether a conflict of interest existed in fact.
      2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement in question, and a record of any vote taken.
Article IV
Annual Review

Each member of the NNU Board of Trustees and the NNU Foundation Board shall at their fall board meetings sign the statement printed in Article V which affirms that the person has:

a. Received a copy of the conflict of interest policy  
b. Read and understands the policy  
c. Agreed to comply with the policy

The President, Vice Presidents, Deans and those who report directly to a Vice President shall also sign this statement at the beginning of each contract year.

Article V
Statement

I hereby certify that I have received, read, understand and agree to comply with Northwest Nazarene University’s Conflict of Interest Policy. To the best of my knowledge and belief, except as disclosed below, I do not have any interest that would constitute a conflict of interest hereunder, nor will I knowingly take any action that would constitute or appear to constitute a conflict of interest except upon matters that I have disclosed and for which I have received clearance from the board to proceed.

Exceptions (if none, so state):

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________________________________________________________________________

Date

Printed Name

Signature