

# Conflict of Interest

The State of Washington and the University of Washington have very strict rules concerning the acceptance of gifts, favors, and/or compensation by their employees. The Washington State Ethics Law includes provisions regarding gifts and outside compensation, prohibits disclosure of confidential information for personal gain, and provides for executive and legislative ethics boards to enforce the law. The areas of the ethics law most likely to affect employees of Facilities Services include:

State employees may not have a financial or other interest, or engage in any business or professional activity that is in conflict with their official duties.

State employees may not use their official position to secure special privileges for themselves or any other person.

State employees may not receive any compensation or gift from a source for performing or deferring the performance of any official duty.

State employees may not receive a gift or favor if it could be reasonably expected to influence or reward their vote, judgment, action, or inaction.

University resources may not be used under any circumstances for any of the following:

- ▶ Conducting an outside business;
- ▶ Supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law;
- ▶ Political campaigning;
- ▶ Commercial purposes such as advertising or selling;
- ▶ Internet browsing unless directly job-related; or,
- ▶ Illegal activities.

A University employee may not use his or her position at the University of Washington to support or represent the employee's outside activities including businesses, hobbies and political activities.

The following are examples of University resources and identity which may not be used by an employee to support or represent his or her own outside activities:

- ▶ University telephone numbers, and office, e-mail or web addresses.
- ▶ University affiliations and titles may not be used for advertising.
- ▶ University stationery, office supplies and/or equipment such as photocopiers.
- ▶ University computing resources and laboratory equipment.

Facilities Services is committed to its stewardship of University and state resources, and expects its employees to adhere to the highest standards of integrity and ethical behavior. Employees who violate published University policies regarding the personal use of University facilities and equipment, or policies regarding outside work and conflict of interest are subject to appropriate disciplinary or corrective action, including dismissal.

If you have any questions about the University's policies on personal use of state resources and conflict of interest, please contact the [Human Resources Consultant](#), your supervisor, your manager, or the [Facilities Services Human Resources Administrator](#).

For more information, see UW Web page on "[Personal Use of State Resources and Conflict of Interest](#)". Also accessible from that site are the Washington State Ethics Law published in its entirety, and a page devoted to Frequently Asked Questions.

Also see the following:

- [Facilities Services -- Use of University Resources](#)
- [Facilities Services -- Outside Work](#)

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