

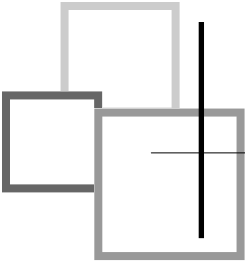
Conflict of Interest Policy Statement

It is expected that employees of The Claremont Colleges refrain from any activity or association that is to the detriment of or in conflict with the interests of the College.

Employees are expected to devote their full efforts, energies, and loyalty to Pitzer College. Due to the importance of this requirement, Pitzer College strictly prohibits any outside employment or other activities or relationships that create any actual or potential conflict of interest and prohibits employees from using the following for personal gain: working hours; sick leave; the College's materials, equipment or facilities; and information concerning Pitzer's business that the employee has acquired as a result of his or her position (for example, bidding information). An employee who knowingly engages in any of the above listed or similar activities may be subject to disciplinary action, up to and including termination of employment.

It is therefore important for employees to avoid any potential violations of this policy. Employees are encouraged to raise any questions regarding specific activities or questions involving this policy with the Director of Human Resources before becoming engaged in outside activities or relationships that could violate this policy.

This policy is not intended to prohibit outside employment as long as the employment is not detrimental to, or does not create a conflict of interest. When considering outside employment or business arrangements, discuss the matter with your supervisor or the Director of Human Resources and complete the appropriate form to register your outside employment, if requested. The form is available in Human Resources.



Declaration of Outside Employment

(Form to be completed by employee and submitted to Human Resources)

Name

Pitzer College Position Title / Department

Outside Employment Information

Name of Company/Institution

Address

Service to be performed:

Duration of Activity (list all time commitments):

Why would this activity NOT be a conflict of interest?

Employee Signature

____/____/____
Date

Supervisor's Signature