

Policy Name:	Conflicts of Interest/Ethics					
Section Number:	7.01	Section Title:	Business Affairs			
Policy Owner:	Chief Financial Officer		Last updated:	August 2024	Reviewed:	July 2024
Status:	Active		Due for Review:	August 2029		

Section 1. Policy

Mississippi law requires all Jones College (College) employees to abide by certain conflict of interest and ethical standards as public employees. All College employees have both a legal and ethical obligation to comply with all applicable ethics in government laws (“ethics laws”). See, e.g. Miss. Code Ann. §§ 25-4-101 et seq. (1972); § 109, Miss. Const. of 1890. Specifically, a College employee may not use his or her position at the College to obtain or attempt to obtain a financial benefit for his/herself (other than the employee’s compensation as a College employee), a family member, or any business with which the employee or a family member is associated. Subject to certain limited exceptions, a conflict of interest would include, without limitation, the following:

1.1- An employee that has direct or indirect involvement in the procurement of goods or services on behalf of the College and the employee or his/her relative has a financial interest in the procurement. Mississippi ethics law defines Relative as:

- (i) The spouse of the public servant;
 - (ii) The child of the public servant;
 - (iii) The parent of the public servant;
 - (iv) The sibling of the public servant; and
 - (v) The spouse of any of the relatives of a public servant to include any officer, director, commissioner, supervisor, chief, head, agent or employee of the government or any agency thereof, or of any public entity created by or under the laws of the state of Mississippi or created by an agency or governmental entity thereof, any of which is funded by public funds or which expends, authorizes or recommends the use of public funds; or any individual who receives a salary, per diem or expenses paid in whole or in part out of funds authorized to be expended by the government.

1.2.- An employee has direct or indirect involvement in the procurement of goods or services on behalf of the College from a business in which the employee or the employee's relative has a material financial interest.

1.3.- An employee has direct or indirect involvement in the procurement of goods or services on behalf of the College from a business or person with whom the employee or a relative is negotiating or has arranged prospective employment.

1.4.- An employee procuring goods or services from the College at an auction or at a sale when the goods or services are not offered to the general public at a uniform price.

1.5.- In addition, no employee may intentionally use or disclose information gained through his/her employment at the College that could result in financial benefit to the employee, a relative of the employee, or any other person, if the information has not been communicated to the public or is not public information.

1.6.- The above general prohibitions do not include all prohibitions under Mississippi ethics laws. However, they do set the tone for College employees in complying with applicable ethics laws.

1.6.- A violation of state ethics laws could result in repayment of funds by the employee, civil fines, and/or criminal prosecution. An employee who violates state ethics laws may also be subject to disciplinary action, up to and including termination.

Section 2. Procedure

2.1.- Employees who are uncertain as to whether an activity is prohibited by state ethics laws are encouraged to ask for additional information through the appropriate administrative channels. Employees also are encouraged to seek private consultation/advice from their personal attorney.

2.3.- Supervisors who receive inquiries from employees or who have concerns regarding whether an employee's activity complies with applicable ethics laws should forward any such inquiries/concerns through the proper administrative channels to the appropriate Vice-President.

Section 3. Headings

All headings contained in this Policy are solely for the purpose of reference only, and shall not limit or otherwise affect any of the terms or provisions of this Policy and shall not be construed or interpreted in connection with any term or provision of this Policy.

REFERENCES

Mississippi Code of 1972, Ann., Secs. 25-4-101 et seq

Section 109 of the Mississippi Constitution of 1890

Mississippi Ethics Commission website: www.ethics.state.ms.us

JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.