

## Conflicting Business, Employment, and Contractual Relationships

It's important for USF employees know the types of conflicting business, employment, and contractual relationships prohibited under the Florida Code of Ethics for Public Officers and Employees (the "[FCOE](#)") and [USF Policy 0-027](#).

This compliance-in-a-nutshell document addresses common questions on this topic and guides employees in doing the right thing; however, this guidance is not intended to substitute for an employee's consultation of official USF regulation or policy.

### WHAT TYPES ARE PROHIBITED?

The FCOE prohibits the following four types of conflicting business, employment, or contractual relationships:

- 1) Do not rent, lease, or sell any realty, goods, or services to USF, while acting in a private capacity, unless an exemption applies\***
- 2) Do not be employed by or have a contractual relationship with a business doing business with USF, unless an exemption applies\***
- 3) Do not purchase, rent, or lease any realty, goods, or services for USF from a business entity in which you, your spouse, or your child is an Officer, Partner, Director, or Proprietor; or has a material interest, unless an exemption applies\***
- 4) Do not become or be the employee of a person or business entity contracting with USF, if you participate in the procurement contractual services.**

### \*HOW DO I KNOW IF AN EXEMPTION APPLIES?

Disclose the relationship as a **new FCOE disclosure** in [eDisclose](#), select the exemption you believe applies to your situation, and the Office of Compliance & Ethics (Compliance & Ethics) will assist you in sorting it out.

### WHERE CAN I GO FOR ADVICE ABOUT MY SPECIFIC SITUATION?

Contact [Compliance & Ethics](#) at 813-974-4373 or email them at [eDisclose@usf.edu](mailto:eDisclose@usf.edu).