Employees are required to complete Sections 1, 2, and 3.

**SECTION 1: Provide the information on the lines below and sign**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today’s Date:</td>
<td>______________________</td>
</tr>
<tr>
<td>Employee Name:</td>
<td>______________________</td>
</tr>
<tr>
<td>Employee UMID:</td>
<td>______________________</td>
</tr>
</tbody>
</table>

As a University of Michigan, Facilities & Operations employee, you are expected to avoid conflicts of interest. Information about U-M policy regarding conflicts of interest is provided in SPG201.61-1, the Business & Finance Conflict of Interest Policy and during an annual department meeting on this topic. A tutorial is also available on the Provost Office website:

[http://www.provost.umich.edu/programs/COI_COC/staff/tutorindex.html](http://www.provost.umich.edu/programs/COI_COC/staff/tutorindex.html)

The University of Michigan does not wish to infringe upon the personal lives or affairs of its employees when there is no conflict with the legitimate interests of the University. Your observance of the policy regarding conflicts of interest and disclosure of information will allow us to work together to avoid any actual conflict and to guard against impropriety and possible embarrassment.

The University of Michigan expects all employees to immediately disclose any situation in which they are, or may become involved, which could result in an actual or potential conflict of interest, or could create the appearance of a conflict of interest.

**SECTION 2: Respond to these statements by indicating yes or no**

- I attended the Conflict of Interest presentation held for Facilities & Operations employees: Yes  No
- I completed the on-line tutorial on Conflict of Interest and Commitment: Yes  No

*(If you answered “No” to both questions, you will be asked to complete the on-line tutorial.)*

**SECTION 3: If you have an activity, interest, investment, or relationship that should be brought to the attention of management pursuant to the policy, please provide relevant information below.**

The following describes a situation or situations, which I am bringing to the attention of management for consideration pursuant to U-M policy regarding conflicts of interest. (Please enter information in space provided below. Be specific as to the name and address of any business, the nature of that business and the nature of your or a relative’s involvement; the type and amount of investment, compensation, time devoted, or other interest or employment as applicable; and the dates at which your involvement commenced.) *Your response may be continued on the reverse of this page.*

Employee Signature ______________________  Date: ______________________
Continued from front ... Section 3: If you have an activity, interest, investment, or relationship that should be brought to the attention of management pursuant to the policy, please provide relevant information below.