Kansas Small Business Development Center Policy Regarding Conflict of Interest
Non-Kansas SBDC Staff Trainers

(For Independent Contractors, Adjunct Faculty and Volunteers, training without Kansas SBDC staff present)

Kansas SBDC Training Instructors, including Independent Contractors, Adjunct Faculty and Volunteers, of the Wichita State University Kansas SBDC and all Kansas SBDC affiliate network centers, hereafter collectively referred to as Kansas SBDC network Training Instructors shall comply with these standards.

As a condition of my association with the Kansas SBDC network as a Kansas SBDC network Training Instructors member, I agree to

• Hold the affairs of all persons seeking Kansas SBDC services in strict confidence, with the understanding that it is appropriate to share student information with Kansas SBDC network service providers and advisors, and maintain the high standards of professional conduct, and
• To comply with this policy as well as with Wichita State University policies related to codes of conduct.

As further conditions of my association with the Kansas SBDC network as a Kansas SBDC network Training Instructors member, I agree to the following that **during** any class session when I am an instructor:

• I shall not recommend the purchase of goods or services from sources in which I have a direct or indirect interest;
• I shall not solicit or accept, or appear to solicit or accept any gift, loan, reward, equity in a business, compensation, or other monetary remuneration, promise of future employment, favor or service in return for services performed for the Kansas SBDC client for the Kansas SBDC;
• I shall not solicit or accept, or appear to solicit or accept any gift, loan, reward, equity in a business, compensation, or other monetary remuneration, promise of future employment, favor or service in return for recommending any goods or services to a Kansas SBDC client;
• I shall not solicit private business advising/advising engagements from any persons seeking advising from the Kansas SBDC network.
• I shall not accept unsolicited private business advising/advising engagements from any person seeking advising from the Kansas SBDC network.

Nothing herein shall in any way prohibit a Training Instructors member from having contact information, brochures or other marketing materials available to students and in the classroom during a class session.

I have read this Conflict of Interest and Client Confidentiality policy. I understand that failure to comply with any of the above shall constitute grounds for severance of my association with the Kansas SBDC.

Print Training Instructor Name ____________________________________________________

Signature  Adam G. Smith __________________________________________________________

Date  June 21, 2017