

Ming Chuan University Procedures for Avoiding Conflict of Interest for Board Members, Administrators, Faculty and Staff Members

Passed at the Board of Directors Meeting on June 25, 2009

- Article 1. These procedures are established to promote honest school spirit and integrity, as well as to avoid prevent illegal acts of greed or transfer of interest.
- Article 2. Those to whom this applies are as follows:
1. Board Members
 2. President and Executive Vice President
 3. First and second level administrators of administrative units
 4. First and second level administrators of academic units
 5. Full-time faculty members
 6. Administrative staff members
 7. Teaching assistants
 8. Technicians
- Article 3. Faculty and staff members are not permitted to act as the Authorized Person or Manager of any business unit.
- Article 4. The interests referred to in these procedures include property and non-property interests.
- Article 5. Conflict of interest in these procedures is defined as board members, administrators, faculty and staff members, while carrying out duties for which they are responsible, receiving direct or in-direct interest for themselves or related persons by their acts.
- Article 6. Board members, administrators, faculty and staff members must take the initiative to avoid conflict of interest.
- Article 7. Board members, administrators, faculty and staff members must not attain interest for themselves or related persons through their authority, opportunities or means of carrying out duties.
- Article 8. Board members, administrators, faculty and staff members with conflict of interest must conduct themselves in accordance with the following:
1. They must not attend any meeting or participate in any vote or decision related to their interest.
 2. They must cease conducting this duty, and have their duty agent handle the matter instead.
- Article 9. Any violators will be punished in accordance with these procedures.
- Article 10. Upon being passed by the Administrative Council Meeting and Board of Directors, and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****