# Preset Management Plan Options in the Conflict Disclosure System

## Plan for Employee who Participates in Consulting, Speaker's Bureaus, etc.
- Employee’s supervisor must approve flex paid time off in advance for his/her consulting activities.
- Employee should not be permitted to serve on the Value Analysis Committee (VAC) for that particular company's products or services.
- Employee must refrain from using Vanderbilt resources in connection with his/her consulting activities.
- Employee's speeches must include a clear disclosure that he/she is a paid consultant for that company. Standard disclosure slides can be provided by the Office of Conflict of Interest and Commitment Management.

## Plan for Employee or Family Member Who Owns Business
- Employee is to have no input on decisions regarding his/her company and related purchases.
- He/She is not to use any Vanderbilt resources and is not to conduct any of his/her company-related activities on Vanderbilt time.
- Employee is not to use his/her position at Vanderbilt to solicit business for his/her company.

## Plan for Employee Who Develops Technology Outside Normal Job Duties
- Employee should refrain from using Vanderbilt time and resources for outside activities, including the marketing and development of any product.
- Employee must ensure that no Vanderbilt data is used for their outside activities.
- Time commitments should be monitored.
- Employee must meet with his/her supervisor and the Center for Technology Transfer and Commercialization, should he/she decide to market and sell his/her product. The Technology Transfer website is located at [https://cttc.co](https://cttc.co).
- The University’s bid process should be required for requests for purchases of employee-developed technologies. This process is found on the Procurement webpage.

## Plan for Employee Who Developed Product Prior to Working at Vanderbilt and Wants to Market It
- Employee should not use his/her position as a Vanderbilt employee or use his/her supervisor to make the sale of his/her product.
- Employee should not represent Vanderbilt in the marketing of the product.
- An independent party must be involved to facilitate any sale of the product to Vanderbilt.

## Plan for Employee Who Has a Family Member Who Does Business with Vanderbilt (When Employee Has Purchasing or Contracting Power)
- Employee should not be involved in any Vanderbilt-related decisions involving his/her family member's business.
- Employee’s supervisor should review the Procurement Services guidelines with the employee and follow those suggestions for selecting a vendor. This process is found on the Procurement webpage.
- Employee’s family member should not represent Vanderbilt in the marketing or sale of products or services.
Plan for Employee Who Has a Second Job Outside of Vanderbilt

- Employee should not use Vanderbilt time or resources for his/her outside activities.
- Employee's supervisor must approve flex paid time off in advance for activities taking him/her away from his/her Vanderbilt job responsibilities.
- Employee's job performance should be evaluated periodically to determine any time commitment issues related to his/her outside activities.
- For employees teaching at another institution, he/she shall make clear, at all times during which he/she is on campus at Vanderbilt, in which role he/she is serving (whether his/her VU role or his/her instructor role for another institution).
- For a nurse working at Vanderbilt who also works as a clinical instructor elsewhere, the nurse shall make clear, at all times during which he/she is at VU, in which role he/she is serving (whether VU role or clinical instructor role).