



UNIVERSITY of HAWAII®
KAPĪ'OLANI
COMMUNITY COLLEGE

IMMEDIATE ATTENTION REQUIRED

March 1, 2021

To: All Kapi'olani Community College Employees

Subject: Conflicts of Interests and Commitment Form

- | | <u>Due on or before:</u> |
|--|---------------------------------|
| 1. <u>Department Contact</u> : Please distribute to employee upon receipt or no later than Monday, March 08, 2021. | March 08, 2021 |
| 2. <u>Employee</u> : Forms should be completed, signed and returned to your Department Contact by Monday, March 22, 2021. | March 22, 2021 |
| 3. <u>Department Contact</u> : Collect and account for the forms, follow-up and collect missing forms and forward to your respective Dean/Program Administrator by Monday, March 29, 2021.
Report no responses to Dean/Program Administrator to follow-up. | March 29, 2021 |
| 4. <u>Dean/Program Administrator</u> : Follow-up on no responses. Review, sign and return forms to the Human Resources Department by Monday, April 05, 2021. | April 05, 2021 |

Thank you for your cooperation and timely response.

Louise Pagotto
Chancellor

Attachments:

- Executive Policy EP 12.214 - Conflicts of Interests and Commitment
- Part I & II UH Conflicts of Interest Disclosure Form (Attachment A) APM A5.504