



BROWN

BROWN UNIVERSITY
CANDIDATE AND ELECTED OFFICIAL MANAGEMENT PLAN
Political Activity Policy

Name of Employee: _____

Title and Department: _____

Political Activity – Identify Position (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Candidacy for Local Office | <input type="checkbox"/> Elected to State Office |
| <input type="checkbox"/> Candidacy for State Office | <input type="checkbox"/> Elected to Federal Office |
| <input type="checkbox"/> Candidacy for Federal Office | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Elected to Local Office | <input type="checkbox"/> Full-time (must resign from Brown full-time employment if elected) |

The following Management Plan must be followed in order to avoid potential, perceived or real conflicts of interest while working as a Brown employee and serving in the position noted above.

- 1) Employee is prohibited from performing “Political Activities” (as that term is defined in the Political Activities Policy) during the University’s regular work hours. If the Political Activity occurs during regular work hours, Employee must either receive prior permission for an Alternative Work Arrangement, use accrued vacation leave or take an unpaid leave of absence.
- 2) Employee is prohibited from using a brown.edu email account when conducting Political Activities.
- 3) While the Employee may use his or her title to identify employment, Employee is prohibited from using Brown’s logos, trademarks or service marks on any political communication, campaign material, or otherwise imply that Brown endorses or supports the Employee’s political office, political party or position on political issues.
- 4) Employee should recuse from voting on legislation that pertains exclusively to private, non-profit institutions of higher education, unless guidance from the RI State Ethics Commission advises otherwise.
- 5) Employee agrees to follow [Political Activity Policy](#), [Acceptable Use Policy](#), and [Conflict of Interest and Commitment Policy](#).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Cabinet Signature: _____ Date: _____

Acknowledged by Assistant Vice President, Government Relations: _____ (initials)

Fully signed form must be sent to University Human Resources through [the conflict of interest and commitment disclosure process](#) in Workday (see “Disclosure Updates”), with a copy to the Office of Government and Community Relations, Box 1975.