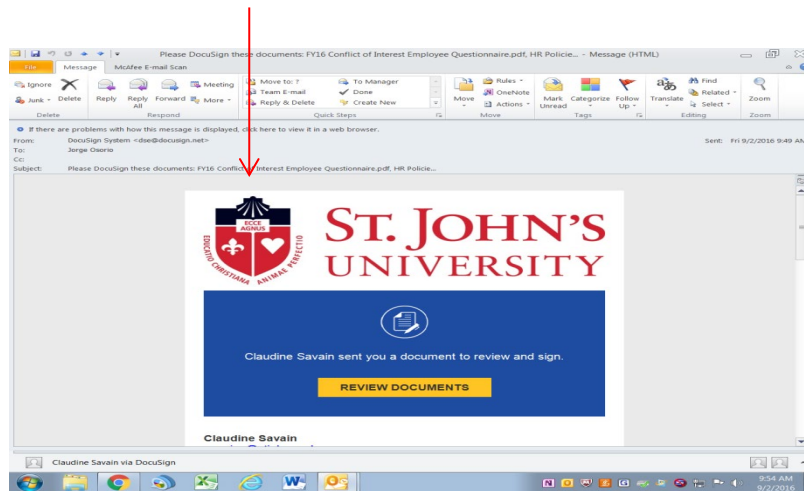


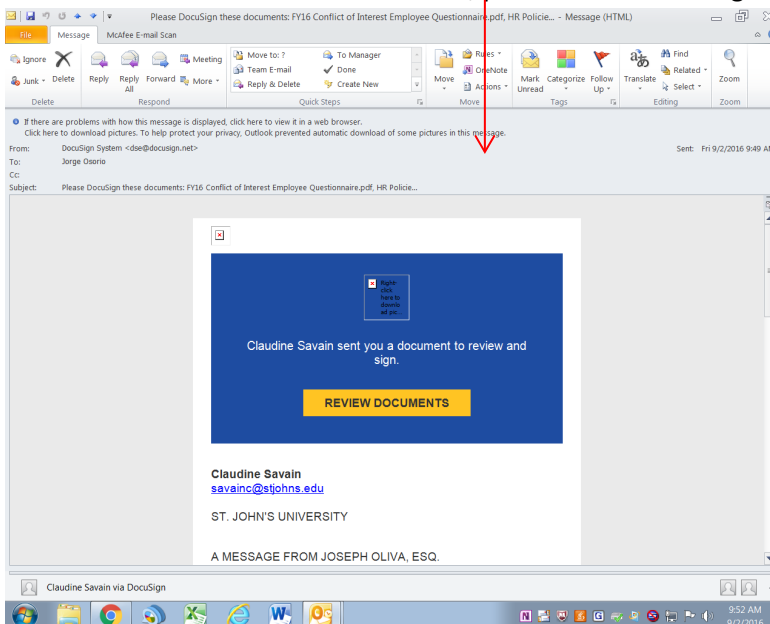


## Instructions to Complete the Conflict of Interest Form Electronically

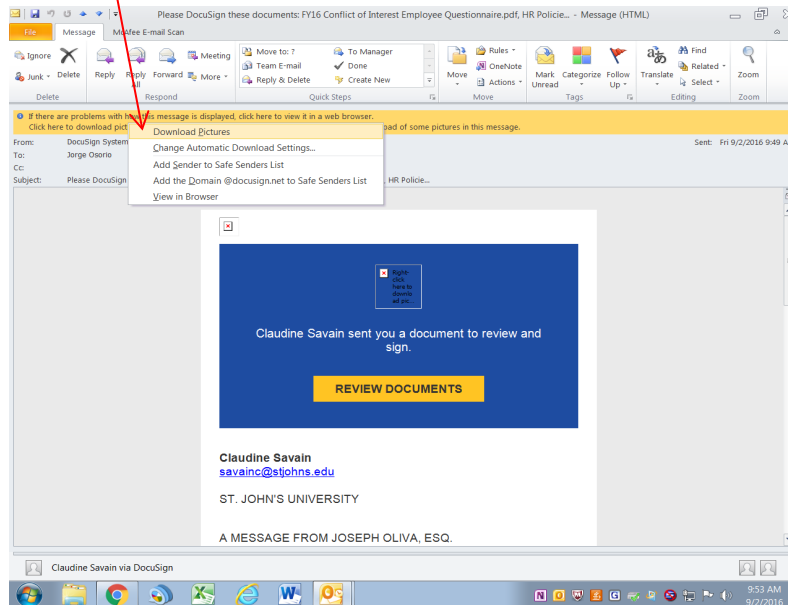
1. When you receive DocuSign, Inc.'s Conflict of Interest Form via email, the St. John's logo will be visible and the screen will look like the one below. If it does, go to step three. If not, go to step two.



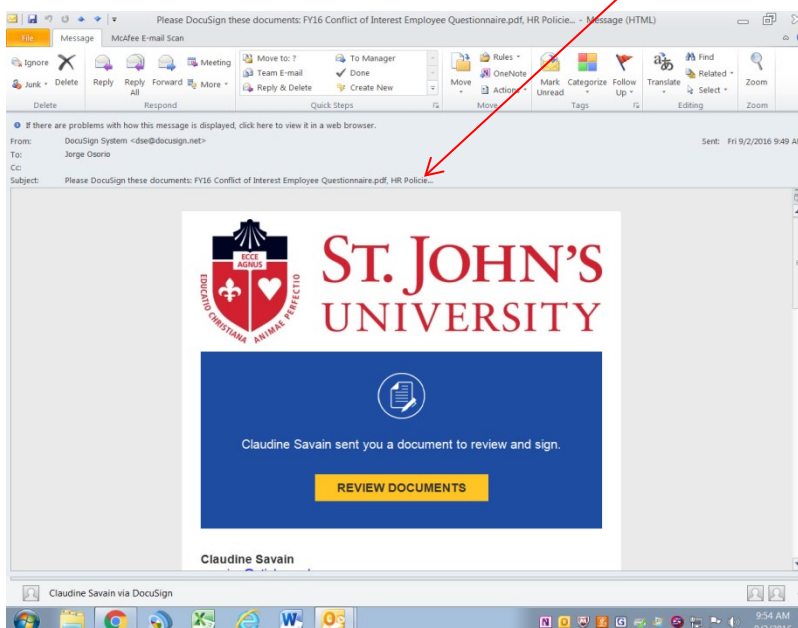
2. If the email looks like the screen below, perform the following steps:



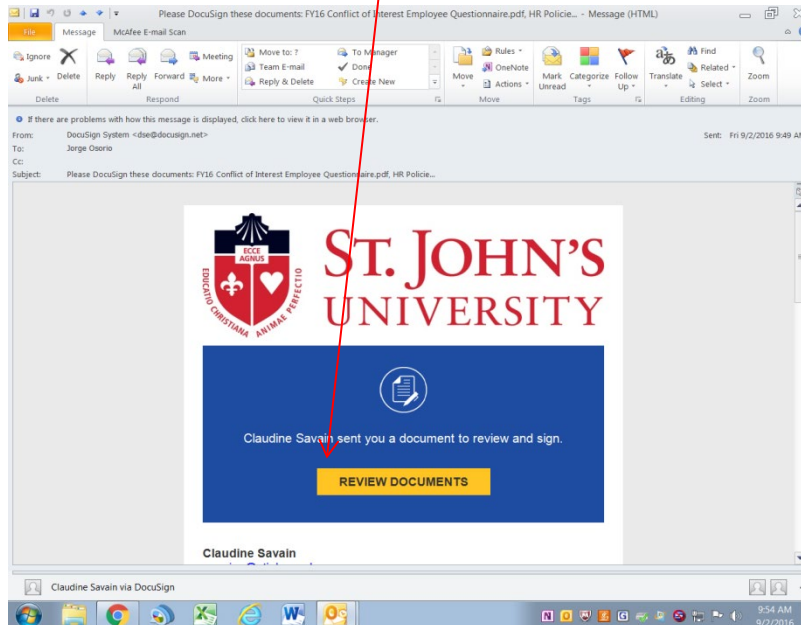
- a. If you do not see the St. John's logo on the header of the email, please right-click to download the image.



- b. Once you right-click, the St. John's logo will download as shown below. Then go to step three.

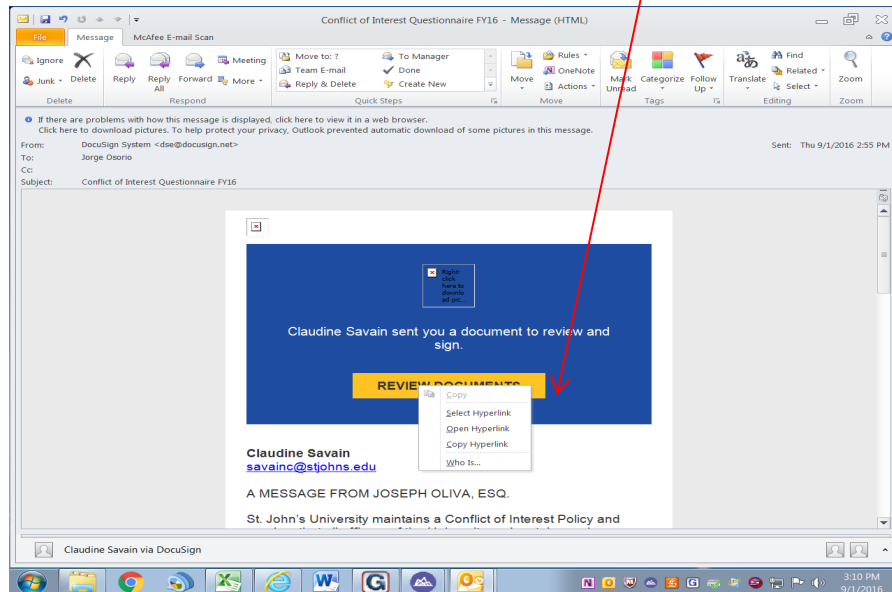


3. Click on the yellow “Review Documents” box. Once you click on the yellow box, you will be directed to the questionnaire.



4. If you are able to open the questionnaire as shown below, skip step five and go to step six.

5. If you cannot open the questionnaire, you will need to perform the following steps:
  - a. If you use Internet Explorer, you need to make sure the browser is updated.
  - b. Otherwise, copy the link by right-clicking on the yellow box.

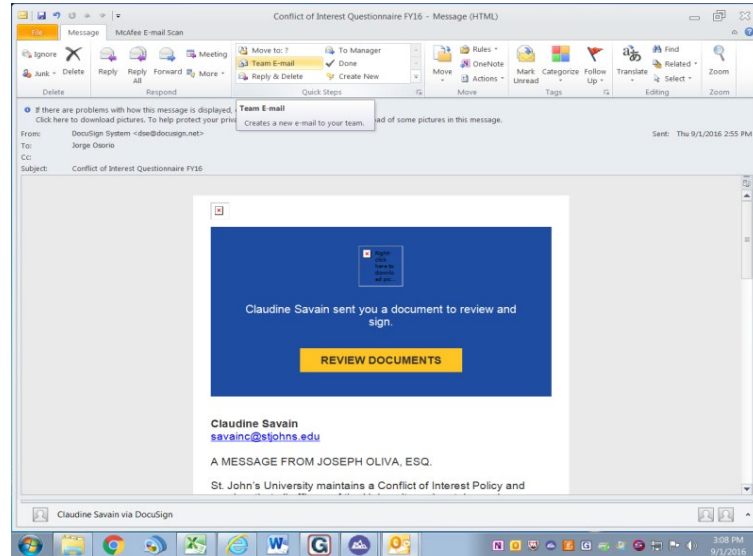


- c. Open another web browser (e.g. Chrome, Firefox, or Safari) and paste the link in the URL field. Then press "Enter" to open the document.

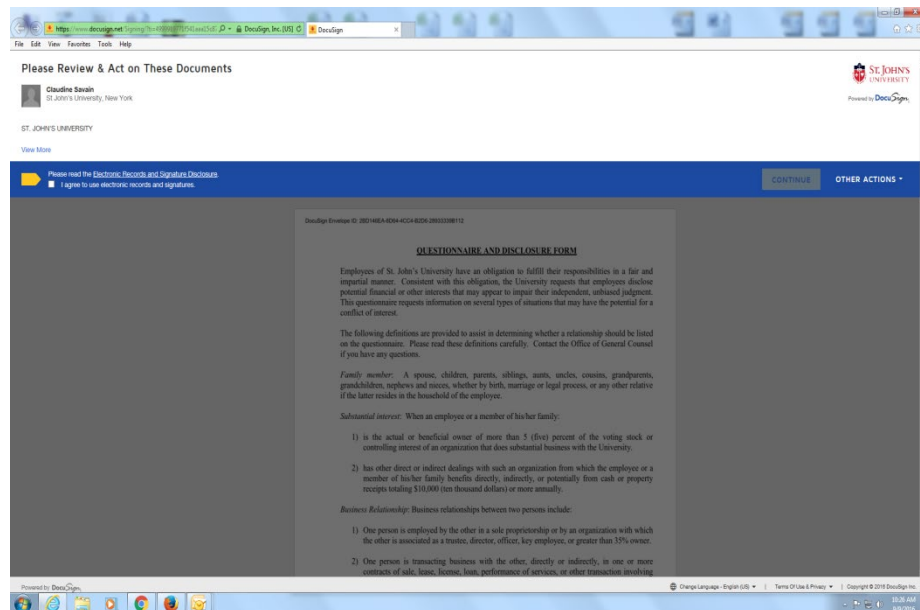


- d. Continue with the below steps (5e).

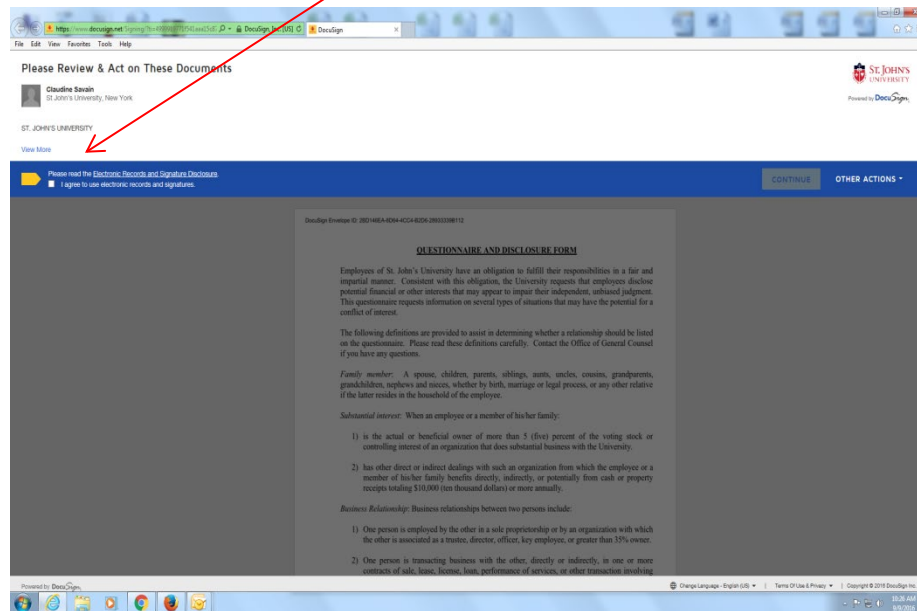
- e. Once you click on the yellow box, you will access the questionnaire.



- f. Once you open the questionnaire, it will look like the one below.



- g. Go to step six.
6. Before you begin the questionnaire, you need to read the box on the top left side that reads “I agree to use Electronic Records and Signatures,” and click on it. The gray shadow over the questionnaire will disappear, and you will be able to start the questionnaire.



7. Read each question and select either “Yes” or “No.”

Select one radio button

FINISH OTHER ACTIONS

8) Did you have a **Business Relationship** (see definition above) with any officer, trustee or employee of the University?

No ☒ Yes ☐ Please describe:

9) Do you have any outside employment that required approval per Human Resources Policy No. 1032?

No ☒ Yes ☐ Please describe:

CHOOSE

Page 3 of 7

PY18 Conflict of Interest Employee Questionnaire.pdf 3 of 7

DocuSign Envelope ID: 61508EA-0749-4C43-8C43-057EAB4F347

ST. JOHN'S UNIVERSITY

10) Are you aware of Human Resources Policy No. 1032, Whistleblower Policy, and that the University has established an anonymous and confidential third party (EthicsPoint) reporting line (1-844-282-3525) to accept reports of misconduct?

No ☒ Yes ☐ Please review Policy No. 1032

Change Language - English (US) | Terms of Use & Privacy | Copyright © 2016 DocuSign Inc.

8. If you select “No,” go to the next question. If you select “Yes,” a text box will open for you to provide more information.

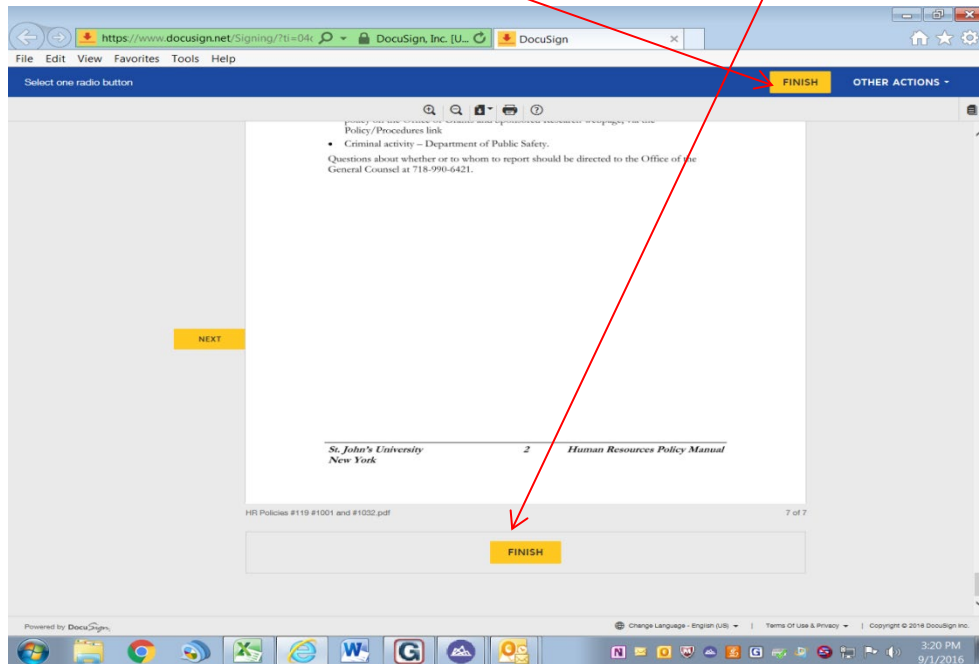
**Note:** Except for question 10, when answering “No,” a text box will open for you to provide more information.

The screenshot shows a web browser window with the URL <https://www.docusign.net/Signing/Tt=04>. The page is titled "FY16 Conflict of Interest Employee Questionnaire.pdf" and is page 1 of 7. It features the St. John's University logo. The questionnaire contains several questions with radio button options for "Yes" and "No". A red arrow points to a yellow "FILL IN" button located next to question 2, which asks: "Did you or a member of your family serve as an officer, director, employee, consultant, or receive any compensation or other thing of value from any organization doing business or seeking to do business with the University?". Below the "No" option, there is a text box for providing more information.

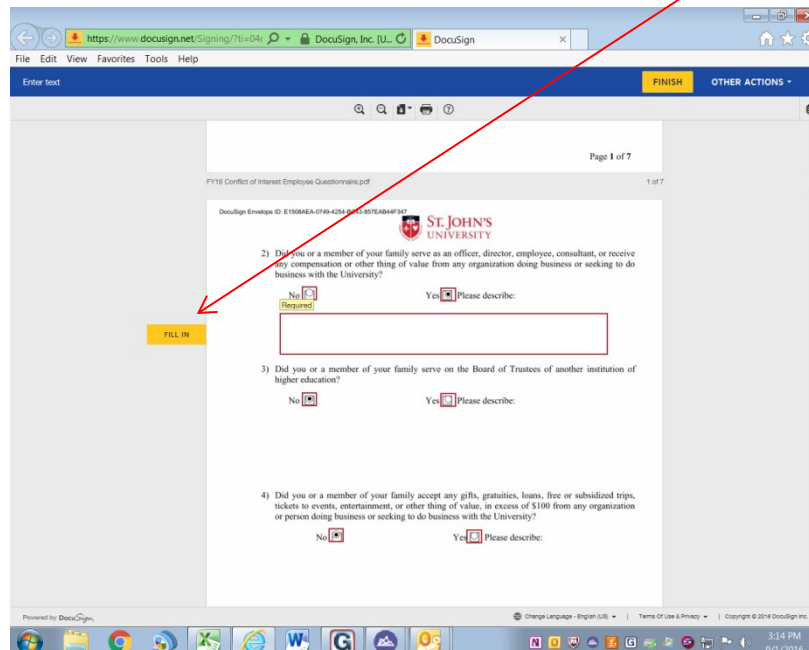
9. Once you answer all of the questions, you will need to complete the signature section.

The screenshot shows the same DocuSign interface, but now on page 7 of 7. It displays the signature section of the questionnaire. A red arrow points to a yellow "NEXT" button. The section includes a statement: "The foregoing information is true and complete to the best of my knowledge. I agree to notify the Director of Internal Audit, and my respective Dean and/or Vice President, if for any reason I wish to change my response to the answers I have provided to the above questions." Below this, there are fields for "Name" (Jorge Chavis), "Title" (Internal Auditor), "Signature" (with a digital signature), and "Date" (9/1/2016). At the bottom, contact information for Jorge Chavis is provided: "Please direct all inquiries to: Jorge Chavis, Internal Auditor, Newman Hall, Room 221. (718) 990-7990 (phone) (718) 990-6555 (fax) [mcstic@stjohns.edu](mailto:mcstic@stjohns.edu)".

10. You can click finish on the top right side or on the bottom of page 14.

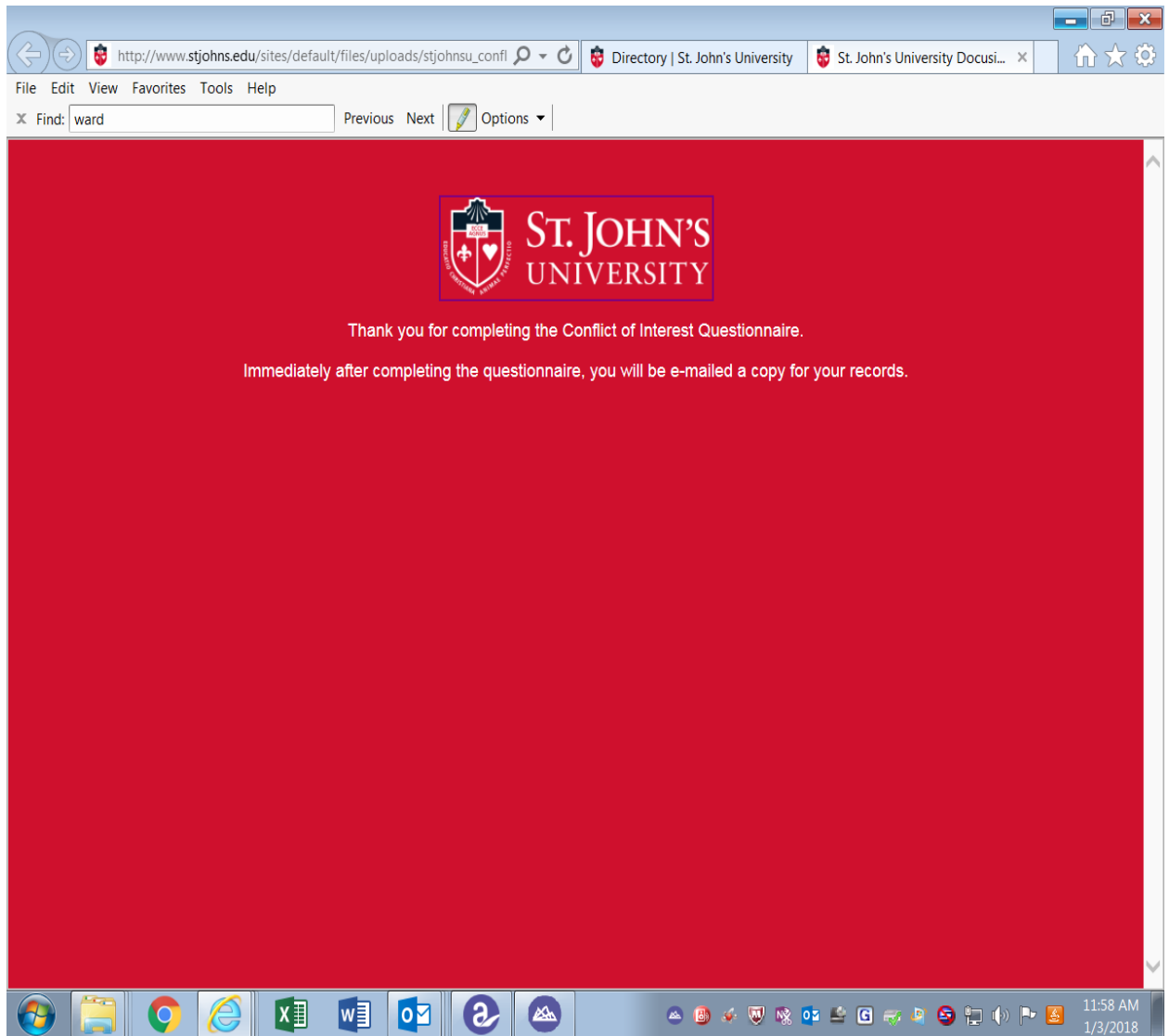


11. After you click "FINISH," if the document did not close/complete and returns to the questionnaire, that means you did not answer all of the questions. Follow the yellow tab "Next" and complete all of the open questions. Then repeat step 10.



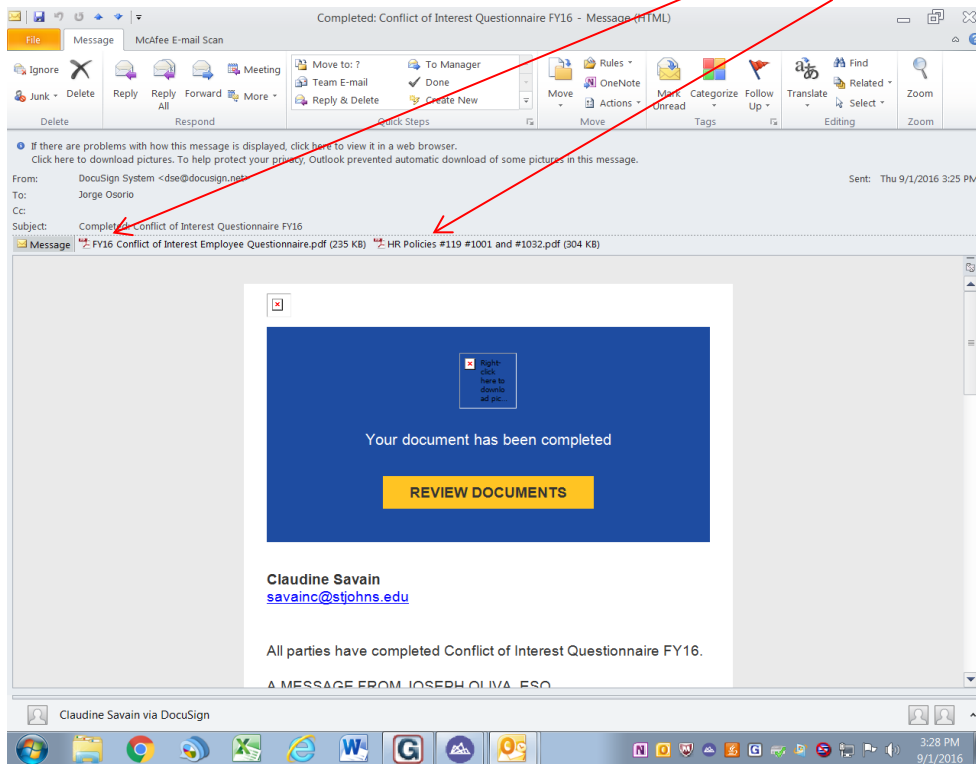


12. Once successfully completed, you will see the below screen with the following message: **“Thank you for completing the Conflict of Interest Questionnaire. Immediately after completing the questionnaire, you will be e-mailed a copy for your records.”**



13. Immediately after you complete the questionnaire, you will receive an email with two attachments.

- a. Completed Conflict of Interest Questionnaire (seven pages)
- b. The Policy Statement and the Definitions (seven pages)



14. Any questions relating to the Conflict of Interest Policy Statement and/or the Questionnaire and Disclosure Form, or how to complete the questionnaire electronically, should be directed to

Jorge Osorio  
Internal Auditor  
St. John's University  
Internal Audit Department  
Tel 718-990-7990  
Email [osorioj@stjohns.edu](mailto:osorioj@stjohns.edu)