

Employee Conflict of Interest Policy Template

1. Purpose:

This policy aims to outline the guidelines and procedures for identifying and managing conflicts of interest that may arise during the employment of our team members.

2. Scope:

This policy applies to all employees, contractors, and consultants working for [Company Name].

3. Definition of Conflict of Interest:

A conflict of interest occurs when an individual's personal interests or relationships interfere with their ability to act in the best interests of the company.

4. Disclosure:

All employees are required to disclose any potential conflicts of interest to HR upon becoming aware of them. This includes financial interests, relationships with competitors, or any other situation that may compromise their objectivity.

5. Evaluation:

HR will evaluate each disclosed conflict of interest on a case-by-case basis to determine the level of risk it poses to the company. Employees may be required to recuse themselves from certain decisions or activities if a conflict is deemed significant.

6. Mitigation:

Employees are expected to take proactive steps to mitigate conflicts of interest, such as refraining from participating in decisions where they have a personal stake or seeking approval from HR before engaging in certain activities.

7. Consequences:

Failure to disclose a conflict of interest or comply with the guidelines outlined in this policy may result in disciplinary action, up to and including termination of employment.

8. Review:

This policy will be reviewed annually to ensure its effectiveness and relevance to the company's operations.

For more information on conflicts of interest in the workplace, please refer to the U.S. Office of Government Ethics website: <https://www.oge.gov/>