



PROPOSAL KIT SAMPLE

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<<Company>> CONFLICT OF INTEREST POLICY

Summary: The purpose of this company policy is to set forth definitions of what the company considers to be a conflict of interest for its employees, their family members or any other organization, group, or third party they may be affiliated with or actively involved with that may be seen as competing with the interests of <<Company>> or benefiting in some undue way from proprietary information, services, products or direct financial consideration.

The following shall apply to all <<Company>> employees, managers and executives.

1. An employee may not accept any gift that might benefit or appear to benefit the employee or the employee's family due to that employee's connection to the company without first disclosing the facts of the offer of such gift to management and receiving in writing approval prior to acceptance of such a gift. Gifts include, but are not limited to tangible objects, products, entertainment, loans, services or promises of future benefits. The only exception to this rule shall be gifts of nominal value or promotional items with a value no greater than \$25.00.
2. An employee or his/her family may not perform services in exchange for compensation for <<Company>>, its subsidiaries, business units, vendors, or suppliers unless management approves and has previously determined that no conflict of interest arises from such transactions. Under this policy, an employee's everyday duties shall not be considered "services" unless said services result in extra compensation outside of the employee's employment salary or contract.
3. Any employee or member of his/her family shall not have any beneficial interest in or substantial obligation to any <<Company>> supplier or any other organization that is engaged in doing business with or serving <<Company>> unless the Executive Director has determined, on the basis of full disclosure of facts and prior to obtaining said interest or obligation or

DEMO CONTRACT

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<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/conflict-of-interest-policy-template.htm>

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