

**<Insert Organization Name>**

**Employee Conflict of Interest Policy**

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# Purpose

This policy of prohibiting conflicts of interest applies to all employees of <Insert Organization name>.

A conflict of interest occurs when an employee or any party related to the employee is in a position to profit or otherwise personally benefit directly or indirectly because of the employee’s position with the <Insert Organization name>.

# Disclosure Procedure

Employees must disclose any situation that may present a possible conflict of interest so that the Association can review it.

Employees must report all actual or potential conflicts of interest to their immediate supervisor and the Senior Vice President of Human Resources.