

# Conflict of Interest Management Policy

## 1. Purpose

This document sets out the policy for identifying, disclosing, and managing conflicts of interest. This policy is designed to protect the integrity of decision-making processes.

## 2. Scope

This policy applies to all employees, management, board members, and other relevant stakeholders.

## 3. Definition

A conflict of interest occurs when an individual's personal interests may interfere with their duty to act in the best interests of the organization.

## 4. Policy

- All covered persons must avoid situations in which personal interests conflict or appear to conflict with the interests of the organization.
- Any actual or perceived conflict of interest must be disclosed in a timely manner.
- The organization will assess disclosed conflicts and determine appropriate management actions.

## 5. Procedures

1. Identify any potential conflict of interest situations.
2. Disclose the conflict to the relevant supervisor, manager, or designated body.
3. Document the disclosure and management plan.
4. Recuse oneself from decision-making where necessary.
5. Review and update conflict disclosures regularly.

## 6. Record Keeping

Records of disclosures and management plans will be maintained in accordance with organizational requirements.

## 7. Review

This policy will be reviewed periodically to ensure its effectiveness.

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*Date of Issue:* \_\_\_\_\_

*Approved by:* \_\_\_\_\_