

Professional Services Conflict of Interest Policy

1. Purpose

The purpose of this policy is to define, identify, and manage situations involving potential or actual conflicts of interest in the delivery of professional services. All staff, consultants, contractors, and volunteers are expected to act impartially and in the best interest of the organization.

2. Scope

This policy applies to all individuals engaged with the organization in providing professional services, including but not limited to employees, contractors, consultants, board members, and volunteers.

3. Definition of Conflict of Interest

A conflict of interest occurs when personal, financial, or other interests could reasonably be perceived as interfering with the impartial execution of professional duties.

4. Examples of Conflict of Interest

- Personal or family relationships with clients, vendors, or partners.
- Financial interests in organizations seeking to do business with the organization.
- Accepting gifts, favors, or compensation from outside parties that may influence decisions.
- Engaging in activities or employment that compete with the interests of the organization.

5. Disclosure

All individuals must disclose any actual or potential conflicts of interest to their supervisor or designated ethics officer immediately upon discovery.

6. Review and Management

1. Disclosed conflicts will be reviewed by management or the ethics committee.
2. Appropriate actions will be taken to mitigate or eliminate the conflict, which may include recusal from decision-making, reassignment of duties, or other remedial actions.

7. Compliance

Compliance with this policy is mandatory. Violations may result in disciplinary action up to and including termination of employment or engagement.

8. Acknowledgement

All relevant individuals will be required to acknowledge their understanding of, and agreement to abide by, this policy.

Signature

Date