

# Vendor Conflict of Interest Disclosure Policy

## Purpose

The purpose of this policy is to ensure that all vendors conducting business with [Company/Organization Name] disclose any actual, potential, or perceived conflicts of interest and conduct business with the highest standards of integrity and transparency.

## Scope

This policy applies to all vendors, contractors, consultants, and their employees or representatives who engage in business with [Company/Organization Name].

## Policy Statement

Vendors must avoid situations where personal interests, relationships, or affiliations may conflict, or appear to conflict, with the interests of [Company/Organization Name]. All actual, potential, or perceived conflicts must be disclosed promptly.

## Disclosure Requirements

- Vendors must disclose any financial, personal, or familial relationships with employees, officers, or board members of [Company/Organization Name].
- Vendors must report any situation or transaction that may create a conflict of interest, whether direct or indirect.
- The disclosure must be made as soon as the vendor becomes aware of the conflict, and prior to the commencement of any business dealings.

## Procedures

- Complete and submit the Conflict of Interest Disclosure Form to [Contact/Department Name].
- The disclosure will be reviewed, and vendors may be required to provide additional information or take remedial actions as determined by [Company/Organization Name].

## Non-Compliance

Failure to comply with this policy may result in the termination of business relationships and future disqualification from business opportunities with [Company/Organization Name].

## Certification and Disclosure

I have read and understood the Vendor Conflict of Interest Disclosure Policy. I hereby disclose the following actual, potential, or perceived conflicts of interest (if none, please state "None"):

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Vendor Name:

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Authorized Representative Signature:

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Date:

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