

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"):

Vendor Name:

Authorized Representative Signature:

Date:
