



Terms and Conditions for Employee Manual Clauses

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CONFLICT OF INTEREST

Example 1

Employees of [company] have a primary duty of employment to the company. An employee must not be in a position of conflict of interest between themselves and the company. Conflicts of interest include; financial dealing, ownership interest, acceptance of gifts, payments, special privileges or favors, from any other organization that seeks to do business with, or is a competitor of [company]. Full time employees are forbidden to enter into employment with another organization while an employee of [company].

It is the duty of the employee to disclose any conflicts of interest or any other possible violations of this policy to their immediate supervisor.

Example 2

In General

[Company] expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the company. Business dealings that appear to create a conflict between the interest of the company and an employee are unacceptable. The company recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the company may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member as a result of the company's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any questions whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact the General Manager to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including termination.

