**Employee Conflict of Interest Policy**

[Company Name]

**BRIEF AND PURPOSE**

Our company's Conflict of Interest Policy refers to any situation in which an employee's personal interests conflict with those of the company for which they work. This is an undesirable situation since it may have a negative impact on the employee's judgment and dedication to the firm, and thus on the organization's ability to achieve its objectives.

This policy will lay out the procedures for dealing with conflicts of interest, as well as the roles of employees and the company in resolving any issues that arise.

**SCOPE**

This company's conflict of interest policy applies to all future and existing employees, as well as independent contractors and anyone acting on the company's behalf.

**DEFINITIONS**

**a. Employee** – someone hired by [company name] on a part-time or full-time basis in conformity with [state's] labor rules.

**b. Agent** – an owner, stakeholder, director, contractor, or other third-party with authority to act on [company names] behalf.

**c. Financial Interest** - Any individual's financial interest in [company names] monetary transactions. In particular, any interest that could have a direct impact on the individual's financial gain or loss.

**PROCEDURES**

**a. Obligation to disclose**

Every [company name] employee/agent is required to report any known or perceived conflicts of interest as soon as they emerge. Failure to do so could result in your employment being terminated.

**b. Looking into potential conflicts**

When a potential conflict of interest develops, the board of directors will gather all relevant facts and may interview any parties involved. If the board concludes that there is a disagreement, efforts will be taken to resolve it. If there is no dispute, the investigation will be documented but no further action will be taken.

**c. Dealing with potential conflicts of interest**

Any transactions that may have been affected will be evaluated retroactively if an actual conflict of interest is discovered. Affected individuals shall be contacted both inside and outside the company, including shareholders, directors, employees, and contractors. The board of directors will also conduct an inquiry to assess the scope of the conflict and the intentions of the people involved.

If a member or members of the board of directors are involved in the disagreement, they will be excused from the deliberations.

**DISCIPLINARY CONSEQUENCES**

Because all conflicts of interest will be assessed on a case-by-case basis, disciplinary action may be taken. The board of directors has complete authority over what disciplinary action, including suspension and/or termination of employment, is appropriate and required.

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