

CONFLICT OF INTEREST DECLARATION FORM

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|-----------|-----------------------|
| Name: | Position Title: |
| Division: | Contact Phone Number: |
| Location: | |

Step 1: Complete the Employee Declaration

Employee Declaration:

Select the Reason for Completing the Form

- Change in circumstance New Employee

COI Category (Check the boxes that apply)

Note: Scroll over the category to see the definition

Personal Reporting:

- Assets
- Outside Employment
- Outside Activities
- Personal Relationships
- Political Activities
- Other
- None

Corporate Reporting:

- Gifts, Hospitality and Other Benefits
- Solicitation/Fundraising
- Donations
- Other

Indicate the type of COI (check all that apply)

Real Apparent Potential

Please provide details on the COI and outline the mitigation strategy in the box below:

Employee Signature:

Date:

Step 2: Manager Review

Submit the form to the manager for review. Manager to complete this section.

Manager comments (if applicable):

Manager Signature:

Date:

Step 3: Division Head Review

Manager submits the form to the Division Head for review and approval.

Division Head Signature:

Date:

Step 4: Submit Completed and Approved Form to HR

Submit the completed and approved form to your local HR manager and copy the Centre for Conflict Resolution and Ethics (CCRE).

Keep a copy for your files.