|  |  |
| --- | --- |
|  | **ADVANTAGE PROFESSIONAL SERVICES INC.****EXECUTIVE SEARCH & Business SOLUTIONS*****Specializing In The Energy Industry*** **recruitment  ABORIGINAL RELATIONS** **GOVERNANCE  RISK & COMPLIANCE** |

**Sample of a Conflicts of Interest Policy**

**Policy Overview:**

Advantage Professional offers a sample of a conflict of interest policy. When considering such a policy keep in mind it needs to have a clear statement defining conflict of interest that suits your organization's purpose. It should also assign responsibility for identifying and resolving actual and potential conflicts individually. Keep in mind, in small communities it may be impossible for family members not to share/have knowledge of confidential information without realizing it. Another example is when a spouse works for the competition or supplier.

**Directions:**

All individuals should be made aware of this policy upon employment, election or appointments. The policy should be included in all Offers of Employment letters with a requirement of disclosure of potential conflicts of interest as related to the job being offered. This policy should be reviewed annually by management and the Board of Directors. It should be reviewed annually with all employees during their performance evaluation to ensure clarity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National Rental Inc. March 31, 2016**

**Corporate Policy No: CP1-010 Issue 1**

**Conflict of Interest**

All persons employed by National Rental Inc. (the "Company") owe a duty of fidelity to the Company. Employees must never/avoid placing themselves in a position where their self-interest may conflict with this duty.

An employee who breaches this policy is subject to disciplinary action, up to and including termination.

**General Guidelines**

**Individuals shall not:**

* Place themselves in a position where they are under obligation to any person, business or organization that might benefit or appear to benefit from improper consideration or favour as a result of your association
* Divulge confidential information pertaining to any person, business or organization or use that information for any purpose other than that required to carry out their duties.
* Have direct or indirect personal business or financial activities that conflict with their corporate duties and responsibilities.

**Disclosure:**

* Individuals are responsible to immediately inform their supervisor or their senior management of any situation or matter where they have a conflict of interest, foreseeable or the appearance of one.
* Persons who wish to obtain clarification when a situation arises may request such as clarification in writing from the CEO or Board of Directors.

**Resolution:**

* The initial action to resolve the conflict of interest at issue will be through discussion and counsel with our employee
* If all attempts at resolving the conflict fail, the ultimate resolution could be discipline up to and including termination of the individual from employment or from the appointed or elected position or from the contracted service.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

