



Understanding Conflicts of Interest

Course No: ETH104

Course Length: 1 Hour

Description: This course equips participants to deal with the variety of conflicts of interest dilemmas that employees face while on the job. It covers information relevant to all levels of employees and managers.

Background: Conflicts of interest come in all shapes and sizes. Financial interests, family interests, second jobs, and personal interests jockey for position ahead of the company's interests. Every employee will struggle with a conflict of interest ethical dilemma and this course will prepare you to effectively deal with the situation and end up on top.

Objectives:

- Understand types of conflicts of interest and be able to spot conflicts of interest dilemmas.
- Know the ethical conflicts and general ethical guidelines that come from outside employment.
- Understand the boundaries between your regular employment and your second job.
- Know the bounds of appropriate and inappropriate selling in the work place.
- Identify the potential conflicts of interest that can occur with family and friends.
- Know employee responsibilities regarding outside employment, investments, and competition.
- Understand the conflict of interest issues that result from investments and/or ownership in businesses.

Course Outline

Part 1: Ethical Issues and Problems

- What is a conflict of interest?
- Kinds of conflicts of time and resources
- Why is this important?

Part 2: It's All About Loyalty

- It's all about loyalty!
- An honest day's work
- Six-point pledge of loyalty
- Connecting character: understanding character principles of loyalty
- Character benefits of loyalty

Part 3: What You Need to Know



- General guidelines for outside employment
- Employment/consulting for a competitor or supplier
- Guidelines for using company time and resources
- Conflicts of interest with family members
- Financial conflicts of interest
- Disclosing your investments
- Volunteer work
- Selling in the workplace

Part 4: Actions for Success

- 8-Point checklist for conflicts of interest
- Questions about your outside job
- When and where is a second job appropriate?
- Do your homework
- Openness and honesty
- Asking permission