



# UNDERSTANDING CONFLICT OF INTEREST: WHAT YOU NEED TO KNOW



**Course No: 104-3**

**Competency: Ethical Expectations**

**Audience: All**

**Duration: 15 minutes**

**Format: Online/Video**

**Quiz: 10 questions**

## **Summary:**

Ethical use of company time and resources requires good common sense and the ability to see the big picture. The best gauge for whether or not an outside activity or use of company resource is a conflict is to ask two questions - who primarily benefits? And, who pays for it? If the activity benefits you and the company is subsidizing it, then it's probably a conflict of interest. You have to be honest with yourself and be able to judge fairly what influences are compromising your good ethics at work.

## **Outline**

1. General Guidelines for Outside Employment
2. Employment/Consulting for a Competitor or Supplier
3. Guidelines for Using Company Time and Resources
4. Conflicts of Interest with Family Members
5. Financial Conflicts of Interest
6. Disclosing Your Investments
7. Volunteer Work
8. Selling in the Workplace