Conflict of Interest Discussion Record Template

This template is a tool that can be used to record conversations you have with employees about potential conflicts of interest. Once completed, please send to Human Resources to place a copy on the employee’s personnel file.

|  |  |
| --- | --- |
| Date: | Business Unit: |
| Employee name: | Employee ID: |

|  |
| --- |
| Situation: [Describe the nature of the discussion] |
| Consultation: [Record of consultation with subject matter experts] |

|  |
| --- |
| Outcome: [Was it determined that a conflict of interest exists? Provide specifics] |

|  |
| --- |
| What measures were introduced for the employee to manage or eliminate the conflict |
| Your direction: [Record any direction given to the employee] |

In signing this document, I acknowledge this discussion occurred and that this document will be stored on the employee’s personnel file.

Leader(s) name, title

Employee(s) name, title