



CONFLICT OF INTEREST DISCLOSURE FORM

This form deals specifically with the issue of outside employment, outside activities and seeking and holding office in the context of conflicts of interest. Employees should be aware that permission to engage in outside employment or outside activities may be denied or rescinded for reasons other than a conflict of interest.

A. Employee Details

Last Name

First Name

Initial

Department

Unit

Position

Employee Number

Brief Description of Current Job Duties

Proposed employment/outside activities/public office (include a brief description of anticipated duties or nature of activity and include any relevant, supporting documents):



Does this Employment /Activity/Public Office create the possibility of an actual, perceived or potential conflict of interest?

Yes No

Please Explain why there is or is not an actual, perceived or potential conflict of interest.

If there is a possible conflict, whether actual, perceived or potential, please set out the proposed strategy to deal with the conflict:

Employee Declaration

I declare that I have reviewed the Administrative Procedures on Conflict of Interest and the information set out above is true and correct to the best of my knowledge.

I agree to cooperate with the Employer regarding requests for additional information that may be necessary and I agree to inform the Employer of any changes to the information that I have provided.

Employee's Signature

Date



B. Manager's Recommendation

The employee's manager should consult with Human Resources as necessary, and should also discuss options/conditions/restrictions with the employee respecting any conflicts arising from the employment or activity before making a recommendation.

Recommendation by Employee's Manager: Recommended Not Recommended

Explanation/Conditions/Restrictions

Print Name

Manager's Signature

Date

C. Department Head's Approval

Approved

Approved with the conditions/restrictions stated below:

Refused

Explanation/Conditions/Restrictions:

Print Name

Signature

Date