

Management Plan for a Conflict of Commitment and/or Conflict of Interest in the Workplace

To the DEO:

- Provide the information requested for the employee making the disclosure;
- Attach the employee's written disclosure
- Provide your management plan (see Guidelines) in the space provided (and/or on a separate sheet);
- Sign the form and obtain the signature of the employee;
- Provide the Dean (or appropriate VP/Provost) and the employee with a signed copy of this form and your management plan, plus the employee's disclosure, keeping the originals in the employee's departmental personnel file.

Name: _____

Department: _____

Position: _____

Check all that apply (see [OM Part II, Chapter 18](#) for definitions):

Conflict of Commitment _____ Conflict of Interest in the Workplace _____

Management Plan (may use a separate sheet):

DEO Signature: _____ Date: _____

I have been provided with a copy of this management plan and agree to abide by it:

Employee Signature: _____ Date: _____