

NAVIGATING *Conflicts of Interest*



Conflicts of interest at work are neither unusual or necessarily prohibited. It is important that you can recognize conflicts of interest in the workplace and know how to disclose them, to ensure that they can be resolved so that no problems arise. Be transparent and make sure that you communicate any actual, potential or perceived conflicts of interest to your manager and Human Resources. Be sure to familiarize yourself with [RPM's COI policy](#).

BEST INTERESTS!

It is important that you do not allow your personal gain or private interests – whether financial, personal or otherwise to conflict or appear to conflict with your duties and responsibilities to the company. As an employee, you must perform your work in good faith and in the best interests of the company.

1

WORKPLACE RELATIONSHIPS

One of the most common conflicts of interest are workplace relationships, such as family members or romantic or sexual relationships. Personal relationships in the workplace that are not adequately disclosed or managed can lead to concerns about abuse of power, harassment, favoritism or bias. Be sure to disclose workplace relationships.

2

GIFTS

You or a family member accept a gift or are promised gifts in the future from a person or entity that may limit your ability to act in the Company's best interests or could influence your business decision

3

OUTSIDE ACTIVITIES

These can include activities that do or could interfere with your role with the company, examples include:

- Holding a second position outside the Company.
- Using Company's time, assets or contacts to promote personal interests or the interests of a third-party.

4

COMPETING BUSINESS

Conflicts of interest involving a competing business can be harmful to the company. Examples include holding a part-time or full-time role outside the Company or you make or hold an investment in a business that competes with the Company's markets, suppliers, customers, objectives, etc.

5

DISCLOSE

If you think you have or know someone who may have a conflict of interest, then you owe it to yourself and the Company to raise the conflict. You must disclose to your first-level executive supervisor, the supervisor in turn has a duty to ensure that the conflict of interest is reviewed, that decisions and controls are made to appropriately address and mitigate the conflict of interest are communicated and that the best interests of the Company are maintained.

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