

Employee Conflicts of Interest or Commitment Management Plan

A management plan's length and complexity depends on the nature and specifics of the conflict. At a minimum, it should include the following elements:

1. Employee's name, title, and department
2. Supervisor's name and title
3. Name and title of employee's assigned senior administrator
4. 1-3 sentences describing the employee's primary duties at Brown
5. Specific identifying information concerning the person, business, or entity that is the basis for the conflict (e.g., name, business address, dates or hours of involvement with employee and/or Brown, and relationship to Brown as vendor, consultant, donor, student, parent, employee, business partner, or investment holding)
6. 1-3 sentences describing the relationship or situation that poses the conflict
7. One or more paragraphs describing why there is a conflict between these interests, indicating if this conflict is something that might happen (*potential*) or already exists (*actual*), including examples of how an employee could act in favor of the non-Brown interest and what the detriment or risk to Brown could be.
8. One or more paragraphs describing the management mechanisms for how the conflict is to be addressed and Brown's interests will be protected.
9. Dated signatures of the employee, the supervisor, the assigned senior administrator, and any other parties with specific responsibilities incorporated in the management plan.



BROWN

CONFIDENTIAL
Conflict of Interest Management Plan

Name: Jane Doe
Title/Department: Title, Department
Campus Box Number: 1932 Campus Telephone: 3-0000
Supervisor's Name: Name
Senior Administrator: Name, Title

This management plan is intended to provide information related to the potential conflict of interest between me and my sister, Joan Doe, who is employed as (title) in the (name) department

First, I am aware in detail of the relevant policy of Brown University, having reviewed the appropriate parts of the Human Resources Policies and Practices manual, and specifically HR Policy: 20.013 Employment of Relatives and Minors and HR Policy: 20.065 Conflict of Interest and Commitment Policy. I further understand that I may not participate in decisions involving a direct benefit (e.g., initial employment, salary, work assignments, performance evaluations, etc.) to family members.

Second, at no time has there been any coercion or influence on my part during hiring, establishment of salary and benefits, or in the subsequent performance of job activities in any way, shape or form, in reference to my sister.

Third, because I am in a supervisory position over her direct supervisor, the Director of (title), I have always taken affirmative steps to ensure that independent and objective assessments are made in terms of salary increases, job performance, benefits, and any related decisions about the management or continuance of her position or department. A disinterested and qualified third party in a supervisory role has been assigned (Person's Name) to determine actions in matters such as performance evaluations, disciplinary actions, and salary decisions. In such cases, I would immediately recuse myself from any discussion or dialogue with those individuals.

Finally, I will in all other ways act to ensure that my relationship will not negatively impact Brown in any way.

Signatures:

Jane Doe

Date

Supervisor

Date

Senior Administrator of Unit

Date

Copy: (Human Resources, Supervisor, Senior Administrator)