



# Assessing Conflicts of Interest

Trying to decide whether something IS a conflict?

## Consider the Context

### EXTERNAL, SIGNIFICANT

- Hiring consultants, contractors
- Signing with a new vendor
- Outsourcing/automation
- Any decision where money is being spent outside the university

### INTERNAL, ROUTINE

- Personnel management
- Routine hiring/firing/transfers
- Interpersonal relationship issues
- Regular compensation decisions

Evaluate whether the situation could affect the relationships or financial interests of the employee(s) involved.

### RELATIONSHIPS



Family



Friends



Romantic Relationships

### FINANCIAL INTERESTS



Investments



Board Memberships



Outside Work



Gifts/Privileges

If the decision could affect any of the above, there is a potential conflict of interest. This doesn't mean anything inappropriate has happened—but we need to take action to avoid any appearance of impropriety.



Contact the Integrity and Compliance Office (ICO) to discuss the situation, and to learn more about how to document it to protect everyone involved. [ucompliance@vcu.edu](mailto:ucompliance@vcu.edu) | 804-828-2336.