

**Brigham Young University—Hawaii**  
**CONFLICT OF INTEREST MANAGEMENT PLAN**

**Employee Name:**

**Employee Position:**

The employee and line management should complete the following written plan to reduce, eliminate, or manage each conflict of interest and conflict of time commitment identified. A guideline for the documentation can also be accessed on the Human Resource website under Forms: Conflict of Interest – Plan to Reduce, Eliminate, or Manage a Conflict of Interest and Conflict of Time Commitment.

- 1. Description of Potential Conflict of Interest:**
  
  
  
  
  
  
  
  
  
  
- 2. Potential impacts of the conflict(s) on work responsibilities:**
  
  
  
  
  
  
  
  
  
  
- 3. Specific plan arranged between the employee and immediate supervisor to manage, reduce, or eliminate the conflict(s).**

**Effective Period of this Management Plan (one year):**

**Approved by the Employee:**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

**Approved by Employee Supervisor:**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

**Approved by Dean/Director:**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date: