

*Keilim Policy Toolkit is an educational platform to provide resources to organizations. Keilim is not a legal document, and your organization needs to take into account all relevant federal, state, and local laws. Because laws vary by state and city, it is essential that you also work with an attorney to ensure that your protocols are legally compliant.*

## **Identifying Conflicts of Interest**

### **ETHICAL CHECKLIST: DISCLOSE, DISCUSS & DECIDE**

This checklist can help individuals identify whether a possible conflict of interest exists.<sup>1</sup> If you answer “yes” to any of the following questions, the possible conflict should be immediately disclosed to the person at the organization responsible for determining conflicts of interest.

1. Do I have any personal financial interests shared with any of the known parties?
2. Do I have a history of conflict with any of the known parties?
3. Do I have, or have I had, a personal relationship with any of the parties or members of their families/social networks that could create an appearance of favoritism or bias?
4. Do I have a supervisor-employee relationship with any of the parties or members of their families/social networks?
5. Have I expressed to others unfavorable opinions about any of the known parties within the past two years?
6. Am I able to be neutral and independent regarding this matter and not form any predispositions?

Note to Organization: While in the best of circumstances, an organization can say that one “yes” is disqualifying, if there are unique contextual considerations, those should be thoroughly vetted and a decision made in the best interest of the organization. It is critical that if an investigator proceeds despite a “yes,” the reason be thoroughly documented. However, best practice is never to make an exception.

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<sup>1</sup> While this list is not all encompassing, it can serve as a guide and a starting point.