

Conflict of Interest Declaration Form

Declaring a Conflict of Interest

If a conflict of interest can or has occurred, the Medical Teams staff with the conflict of interest must inform their supervisor a senior staff member as soon as possible. This Declaration Form must be completed and signed by the supervisor or senior management staff, and a senior manager or the Country Director/Manager will decide how to proceed. The staff with the conflict of interest will usually be removed as much as possible from the conflicting process. Medical Teams HQ Logistics staff can be consulted for advice and support.

Name(s) and title(s) of the staff with the conflict of interest
Name(s) of the agency, supplier, vendor or contractors with the conflict of interest
Explain the context of the actual or potential conflict of interest
What measures have been decided to mitigate the conflict of interest?

	Staff with Conflict of Interest	Approver
Name		
Role		
Date		
Signature		