

Conflicts of Interest

Source: World Learning Inc. Human Resources Policy Manual

Employees must avoid activities, interests, or relationships that might interfere with, or appear to interfere with, their ability to act in the best interests of World Learning. When faced with a situation involving a potential conflict, employees should ask themselves whether public disclosure of the matter could embarrass them or World Learning or would lead an outside observer to believe a conflict exists.

While it is not possible to list every possible conflict, below are some of the activities in which actual or perceived conflicts of interest may arise and which are prohibited:

- Employees may not use their position with World Learning to advance their own personal interests or to the detriment of World Learning.
- Employees may not derive personal gain from a transaction to which World Learning is a party or from the use of World Learning's assets.
- Employees may not be affiliated with any provider of goods or services to World Learning.
- Employees are prohibited from having a financial interest in or any other affiliation with a competing or contracting organization.
- If an employee has any reason to believe there may be a conflict of interest, due to their own or a direct family member's activities or affiliations, the employee should immediately disclose the matter to his or her supervisor and where appropriate take steps to excuse him/herself from all participation in any matter that raises the conflict.
- Officers of World Learning are also required to adhere to the World Learning Policy concerning Fiduciary Responsibility, Conflict of Interest, Intermediate Sanctions, and Disclosures.

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