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## **Conflict of Interest: Employee-Vendor Relationships**

Wogan Group wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism based on selecting and utilizing vendor services.

An employee-vendor relationship exists when there is a close relative relationship between the person involved in the selection of the vendor and the proposed vendor.

Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives and cousins.

If there is a potential employee-vendor relationship, that person is required to inform management and human resources of the relationship.

Any exceptions to this policy must be approved by the Community Manager, Portfolio Manager, and HR. Written justifications for the exception must be submitted to HR prior to any employment decisions.