



Conflict of Interest

All PISE employees are expected to arrange their private affairs in a manner that will prevent conflict of interest from arising or, appearing to arise.

Employees should not place themselves in a position where they are under obligation to any person who might benefit from consideration or favour on their part, or seek in any way to gain special treatment from PISE.

Equally, employees should not have monetary or other interests that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities as an employee of PISE. This includes, but is not limited to:

- Using or revealing without proper authorization, any information acquired during the course of an employee's duties which is not generally available to the public, or to persons
- outside the organization for personal gain;
- Using or permitting others to use PISE employees, property, equipment, materials, or time
- for personal gain;
- According preferential treatment beyond the common courtesies usually associated with accepted business practice and prerogatives of office to friends, relatives or to organizations in which the employee, relatives or friends have an interest, financial or otherwise;
- Using the PISE name or one's position with PISE without proper authorization, in such a way as to lend prestige to the product or service of another organization / company.

Declaration of a potential conflict of interest is the responsibility of the individual employee and shall be referred to the CEO who will review with the employee concerned, the nature of the interests which could create conflict or the appearance of conflict. The CEO will advise the employee of what actions, if any, need to be taken to bring about full compliance with PISE policies.

Refusal to resolve the conflict may result in a request for resignation, disciplinary action or discharge from employment.

Every reasonable effort shall be made by all concerned to protect the confidential nature of the information revealed.