



## Relationship-Related Conflict of Interest Conduct Agreement

|  |             |             |
|--|-------------|-------------|
| Employee Names                                       | Employee 1: | Employee 2: |
| Employee Programs/Departments                        |             |             |
| Supervisor Names                                     |             |             |
| Name of Person(s) to Whom Relationship Was Disclosed |             |             |

Hilltop Community Resources (Hilltop) commits to maintaining a professional and respectful work environment for all employees. In recognition of the potential conflicts of interest that may arise from close personal relationships in the workplace, and to protect the interests of Hilltop and its employees, Hilltop requires that employees who are relatives or in a close personal relationship enter into this Conduct Agreement to mitigate any potential conflicts or favoritism.

**Conduct Agreement:**

1. We agree to maintain professional and respectful behavior toward each other at all times while at work and during work-related activities.
2. We agree to avoid any conduct that may be perceived as favoritism in the workplace and will ensure work is performed in a fair and impartial manner.
3. We agree to immediately inform our supervisors and the People Operations department of any potential conflicts of interest that may arise from this relationship.
4. We agree to comply with all of Hilltop’s policies and procedures, including but not limited to, the Conflicts of Interest Policy and the Relationship-Related Conflicts of Interest and Favoritism in the Workplace Policy.
5. We agree to cooperate fully with any investigations or reviews related to our personal relationship and any potential conflicts of interest.
6. We understand that violations of this Conduct Agreement may result in corrective action, up to and including separation of employment.
7. If applicable, we agree to all additional conduct as described in the addendum, attached to this document. Addendum attached  Yes  No

\_\_\_\_\_  
Employee 1 Signature/Date

\_\_\_\_\_  
Employee 2 Signature/Date

\_\_\_\_\_  
Supervisor 1 or People Ops Signature/Date

\_\_\_\_\_  
Supervisor 1 or People Ops Signature/Date





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