



FACT SHEET

Conflict of Interest Roles and Responsibilities

DESCRIPTION

This one-page slide/poster details the roles and responsibilities of employees, supervisors and ethics officials when faced with a potential conflict of interest. It shows that dealing with a potential conflict of interest requires information sharing and communication to ensure the right resolution is reached and all participants in the dialogue have a common understanding of the problem and solution.

PURPOSE

This slide/poster was developed for an internal supervisory training class. The ethics program suggested supervisory training should include the supervisor's role in the ethics program. In this training, ethics officials emphasized the importance of the supervisor's role in resolving potential conflicts of interest. DOT also developed a graphical illustration of the roles and responsibilities of employees, the importance of communication and how each person's involvement is critical.

PRODUCT ADAPTABILITY

This product can be transferred to any agency or other entity that is subject to conflict of interest standards.

AGENCY CONTACT

Seth Kaufman, Senior Counsel

seth.kaufman@oig.dot.gov

202-366-2462