

**Supplier Code of Conduct Declaration of  
Conflict of Interest or Potential/Perceived  
Conflict of Interest**

Suppliers shall not try to gain improper advantage or improperly impact an LEP employee's ability to make sound, impartial, and objective decisions on behalf of LEP. Suppliers shall disclose any situation that appears to conflict, or could potentially conflict, in any way, with the interests of LEP. This includes situations where an LEP employee has an interest in or non-arm's length relationship to the suppliers' business.

**Instructions:**

**Supplier:** Discuss the situation with the manager of your LEP contract owner, then complete Part A, attaching additional pages if more space is required.

**Manager of LEP contract owner:** Review and determine the appropriate action, consult with your Manager, your Human Resource Business Partner and the Ethics Office as appropriate. Complete Part B of the form and discuss the disposition with the supplier. Attach additional pages if more space is required.

Please send completed form by email to the Human Resources Office, [human.resources@laurentisenergy.com](mailto:human.resources@laurentisenergy.com).

**This form is to be completed to declare a Conflict of Interest or Potential/Perceived Conflict of Interest.**

Part A		
Name (please print):	Title:	Phone Number:
Supplier Name:	LEP Purchase Order/Contract Number:	Supplier Phone Number:
LEP Site/Project Title:		
LEP Contract Owner and Phone Number (if known): (please print)	LEP Purchasing Agent/Buyer and Phone Number (if known): (please print)	
Details regarding the potential/perceived/actual Conflict of Interest:		
Signature:		Date:

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Part B	
Manager of LEP Contract Owner Comments and Disposition:	
Manager Signature:	<u>This disposition has been discussed with:</u>
Date	Signature of Supplier representative:
	Date

Personal information contained on this form is collected and shall only be used pursuant to the LEP *Supplier Code of Conduct* to identify and resolve actual or potential conflicts of interest or the appearance of conflicts of interest.