**Examples of Conflict of Interest Situations**

***Procurement***

1. A staff member has a financial interest in or is closely related with a company which is a supplier of goods or contractor of service (e.g. maintenance contractor, education materials supplier) to the school.
2. A staff member evaluates and selects a supplier/contractor from a number of bidders, and he, his spouse, family member, relative or personal friend, has a financial interest in one of the bidders, e.g. a bidder is operated by his spouse.
3. A staff member who is responsible for contract administration solicits services from contractors of the school for his personal interests (e.g. request the contractor to provide renovation service for his or his relative’s home).

***Staff Recruitment***

1. A Principal appoints his relative or friend to take up a post in the school without following the established recruitment procedures.
2. A staff member interviews and recruits his relative or friend applying for a job in the school.

***Student Admission/Assessment***

1. A staff member interviews and recommends admission of a student who is his or his close friend’s child or relative.
2. A staff member influences the admission interview result or performance assessment of a student who is his or his close friend’s child or relative.

***Confidentiality of Information***

1. A staff member leaks confidential information relating to the school’s operations (e.g. questions set for admission interview, maintenance plans) to favour his friends or relatives.

***Others***

1. A staff member enters into business relationship with parents, or performs outside work for parents or students (e.g. private tuition), or takes up part-time jobs for contractors of the school.
2. A staff member leases or sells his property to the school.

[*The school may include more conflict of interest examples.*]