

In accordance with JSA's contract with the Department of Energy, all employees are expected to disclose any incompatibilities between duties performed for JSA/JLab and their private interests and to refer undecided questions to Jefferson Lab legal.

NAME: _____

DIV.: _____

1. Are you a controlling owner, partner, director or officer of any business or organization?

_____ NO _____ YES

If yes, explain:

2.

Are you or a member of your immediate family a controlling owner, partner, director or officer of any entity which does business with or seeks to do business with JSA/Jefferson Lab or the U.S. Department of Energy?

_____ NO _____ YES

If yes, explain:

3.

Are you or a member of your immediate family engaged in any outside employment or consulting activity which involves the use of information or knowledge in the area of your employment with the Lab?

_____ NO _____ YES

If yes, explain:

4. To the best of your knowledge and belief, do you or any member of your immediate family have financial interest, or hold any position of influence, in any business enterprise that does business with JSA/JLab or DOE?

_____ NO _____ YES

If yes, explain:

5. Are you or a member of your immediate family involved in any other business activities that could potentially create an appearance of a conflict of interest or subject JSA/Jefferson Lab or the DOE to public criticism or embarrassment?

_____ NO _____ YES

If yes, explain:

*Immediate family for purposes of this document includes spouse, children or other persons living in the household of the employee.

Any "YES" answers above are to be fully and accurately described in the space provided or on an attachment.

"I have read and understand the requirements and restrictions prescribed in JSA/JLab's policy on Conflict of Interest. To the best of my knowledge, this Disclosure includes all of my interactions with third parties out of which potential conflicts of interest may arise. To the best of my knowledge, I have answered the above questions correctly. If there is a breach of the policy on Conflict of Interest, I understand that JSA/JLab may take such action as may be necessary to eliminate conflicts. If there is a change in my situation at any time, I will file a new Conflict of Interest Disclosure ."

SIGNATURE _____ DATE _____

This form is available at http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/exhibit_208.03.pdf for use in updating this information based on changes in activities that may pose a conflict.

