



Confidentiality and Receipt of Package Form

Code of Conduct

The [Code of Conduct](#) are established to maintain the confidentiality of all Award application information, including the identity of applicants, and to preserve fairness in the examination process. The rules pertain to the entire Board of Examiners, including Judges, Senior Examiners, and Examiners.

I have reviewed the Code of Conduct and agree to abide by them.

Conflict of Interest

Please review the application to determine if you have any conflicts of interest. The best place to identify potential conflicts is in the Application Form, Organizational Chart(s), and the Organizational Profile. If you have any clear or potential conflicts, please contact California Council for Excellence immediately. Examples of conflicts include the following:

- The applicant is your current employer, client, or parent organization.
- You recently (within five years) left or retired from the applicant.
- Your employer is listed as a key supplier, partner, customer, competitor, or benchmark to the applicant.
- You evaluated this applicant within the last three years.
- You or a family member have a financial interest in the applicant or a competitor of the applicant.
- You have considerable knowledge about this applicant through personal interactions, company relationships, family, or friends.
- You have a reason why you might have a real or perceived conflict with this applicant.
 - You know someone in the organizational chart.
 - A close relative works for the applicant.
 - You have made a personal visit to the applicant.
 - You recently interviewed with the applicant.

I have reviewed the application and I verify that I am not aware of any personal conflict of interest with this applicant. I will not disclose any information gained through the evaluation of the applicant.

Examiner Name: _____

Examiner Signature: _____ Date: _____

Send completed form to California Council for Excellence at hello@calexcellence.org.