Shared Services
Procurement

SUPPLIER / SUBCONTRACTOR BUSINESS RELATIONSHIP DISCLOSURE STATEMENT

A. **Mastec EMPLOYEE INFORMATION** (if applicable)

Name of Employee: ____

Position: ____

Which Mastec Company does the Employee work for? (if known)

Company Name: ____

B. **SUPPLIER / SUBCONTRACTOR INFORMATION**

Name of Supplier / Subcontractor: ____

Name of Employee: ____

Position: ____

Work Phone: ______________________ Work Email Address: ______________________

Work Address: ____

City, State, Zip Code: ____

C. **Describe the business relationship or potential conflict of interest** (attach additional sheet if necessary)

I hereby declare that the above details are correct to the best of my knowledge and I submit this Supplier / Subcontractor Business Relationship Disclosure Statement in good faith.

____

Signature of Supplier/Subcontractor Representative **Name (Please Print)** **Date**

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PURPOSE

For the purposes of this Disclosure Statement, the term “Conflict of Interest” means:

(a) in relation to the procurement process, the supplier/subcontractor may have an unfair advantage or engages in conduct, directly or indirectly, that may give them an unfair advantage, including but not limited to (i) having access to confidential information, (ii) communicating with any person who can influence the procurement process, or (iii) engaging in conduct that could be seen to compromise the integrity of the procurement process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the supplier’s/subcontractor’s other commitments, relationships or financial interests could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement.

Definitions

1. **Immediate Family Member** – includes an employee’s spouse, domestic partner, child or stepchild, parent, parent-in-law, sibling, and anyone sharing the employee’s household (other than a tenant).
2. **Relative** - includes an employee’s grandparents, spouse’s grandparents, grandchildren, great-grandchildren, step-siblings, half-siblings, uncles, aunts, nephews, nieces, and cousins.
3. **Financial Interest or Financial Involvement** – may include transactions involving cash, securities, loans, forgiveness of debt, non-cash trades or benefits, or ownership interests.
4. **Passive Investment** – a purely financial involvement in an organization for which an employee performs no managerial functions, provides no advice, and has no ability to influence the policies, products, or business of the outside organization. Passive investments include ownership of shares in a public or private company, whether individually, in a 401k plan, or as an investment in a stock mutual fund or stock market index fund.
5. **Substantial Interest** – a financial investment that is more than 1% of the total outstanding class of securities/capital value of an entity or represents more than 5% of the personal net worth of the employee, the employee’s family members, or others with whom the employee has a close personal relationship.