

# **StrataTek Solutions Conflict of Interest (COI) Policy**

## **Purpose**

The purpose of this Conflict of Interest (COI) Policy is to safeguard the independence and integrity of Stratatek Solutions' services by identifying, preventing, and mitigating actual or perceived conflicts of interest that may arise when providing contracts management, subcontracts administration, procurement, and proposal support.

## **Scope**

This policy applies to all Stratatek Solutions employees, consultants, subcontractors, and representatives engaged in the delivery of services.

## **Policy**

### **1. Disclosure of External Work**

- All employees and consultants must disclose any external employment, advisory roles, or financial interests that may intersect with Stratatek clients.

### **2. Separation of Clients**

- Strict firewalls are maintained between client accounts.
- Confidential information obtained from one client will never be used in service to another.

### **3. Confidentiality**

- Non-disclosure agreements (NDAs) are executed with every client engagement.
- All proprietary, competition-sensitive, and non-public information is protected and stored in access-controlled repositories.

### **4. Use of Information**

- Employees and consultants are prohibited from using non-public client information for personal gain or in the service of another client.