

# Conflicts of Interest Questionnaire



This questionnaire must be completed by the potential Consultant themselves.

## Personal Information

Consultant Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Name of Business (if Consultant's business is incorporated) : \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

## Questions

#	Question	Yes/No	If answer is "Yes", please answer the following additional questions	Answer
1	Did you previously work as an employee or in any consulting/project mandate at Air Canada?		Were you employed as an employee or a consultant at Air Canada within the last 6 months?	
2	In addition to this potential consulting engagement, are you providing services to any firm in the airline, travel or aviation industry, including Air Canada or a Consultant of Air Canada?		- Which other firm in the airline, travel or aviation industry? - What type of services are you providing? - <b>For Flight Operations only:</b> Does this involve flying an aircraft? If yes, please elaborate (e.g. which type of operation).	
3	Do you or does an Immediate Family Member own a Significant Interest in a firm in the airline, travel or aviation industry? (please refer to the definitions at the bottom of the form)		- Which Immediate Family Member owns a significant interest? - What is the name of the firm? - What is the Immediate Family Member's or your ownership percentage?	
4	Is an Immediate Family Member employed at Air Canada or any of its subsidiaries? (please refer to the definitions at the bottom of the form)		- Who is the Immediate Family Member? - What is the other airline? - Which department and role are they in?	
5	Is an Immediate Family Member an employee, director or officer of another airline? (please refer to the definitions at the bottom of the form)		- Who is the Immediate Family Member? - What is the other airline? - Which department and role are they in?	
6	Is an Immediate Family Member a supplier of products or services to Air Canada or any of its subsidiaries? (please refer to the definitions at the bottom of the form)		- Who is the Immediate Family Member? - What is the name of the firm? - What are they supplying?	
7	Have you recently (i.e., in the past 12 months) transferred a significant ownership in a firm to other individuals or entities? (please refer to the definition at the bottom of the form)		- When did the transfer occur? - What were the activities of the firm? - Did you transfer ownership to an Immediate Family Member? - If the transfer was not done to an Immediate Family Member, do you retain control, interest or management of the firm?	
8	Are you subject to any non-compete or non-disclosure (NDA) obligations from any current or previous employer or third party that may impact your ability/eligibility to provide services to Air Canada as described in the job description ?		- What is the nature of your obligations? - Air Canada may request a copy of any signed agreements before proceeding any further	
9	Is there anything else we should know which we should take into consideration to assess a potential role as a Consultant to Air Canada?		Please explain.	

### Definitions:

- "Immediate Family Member" is defined as parents (natural, adoptive or foster parents), guardians (past or present), siblings and children.
- "Significant Interest" is defined as owning one per cent (1%) or more of a firm.

By submitting your answers to this questionnaire, you are confirming that you, \_\_\_\_\_, completed this form, that the information provided is true and that you consent to Air Canada using it for the purpose of determining your suitability to work for the Company as a Consultant. Furthermore, you understand that it is your responsibility to advise Air Canada immediately should your answers to the questions on this form change at any point.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_