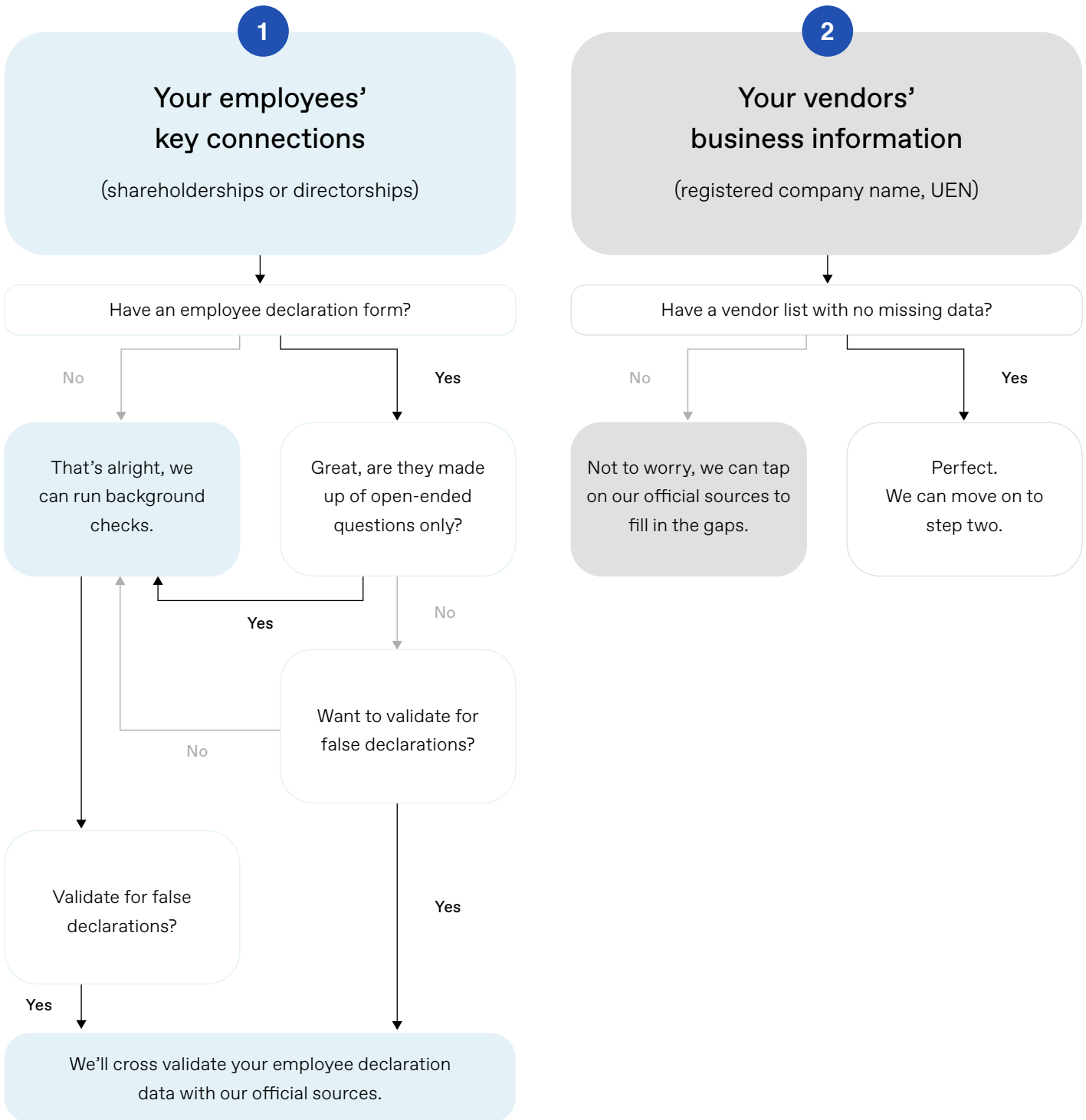


# A step-by-step guide to comprehensive conflict-of-interest checks

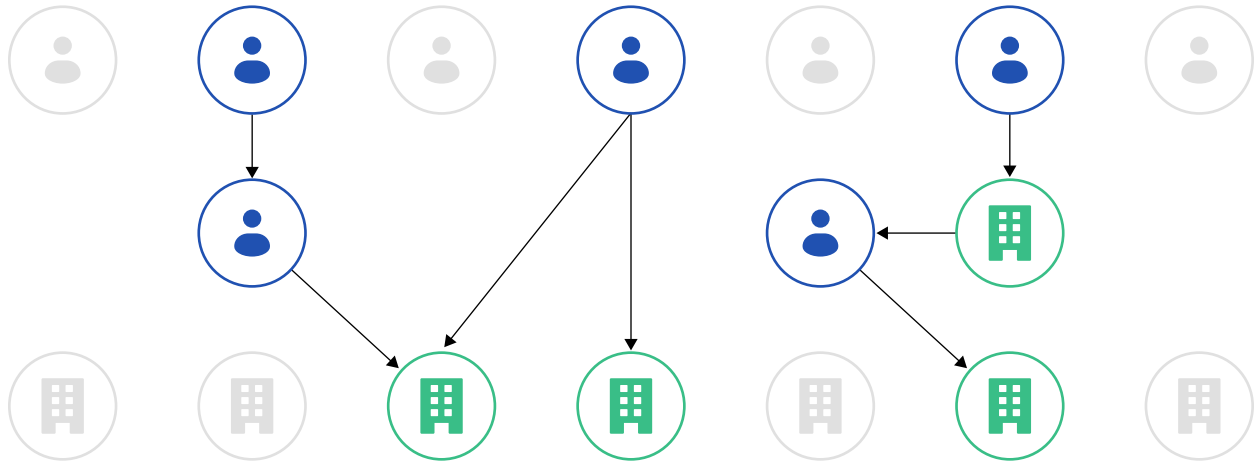
## Step 1: Get your data in order

Before running a conflict of interest (COI) check, you'll need two sets of data:



## Step 2: Get down to the actual checks

Here is where Handshakes can help you uncover connections – direct and indirect – between your employees and vendors.



The above illustrates how Handshakes surfaces connections and thereby potential conflicts of interest for you. A result that can take about a year of internal resources is now shortened to 2-3 weeks.

## Step 3: Be on a constant lookout with regular checks

As you onboard new vendors and employees, new conflicts of interest can arise.

To avoid this, you can choose to:

### Option 1



#### Repeat the above two steps on an annual basis.

This option involves lower costs, but conflicts are not surfaced real-time.

### Option 2



#### Put in place real-time monitoring alerts.

Create real-time alerts that may cost more upfront but prove more cost-effective in the long run.