

## CONFLICTS OF INTEREST

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A conflict of interest can occur when you have competing interests or loyalties between your personal activities and your job at Royal Mail.

### What is a conflict of interest?

A conflict of interest occurs when:

- Your personal interests or responsibilities impact your role at Royal Mail or harm Royal Mail's business or reputation.
- Your position or authority could be used to influence or make decisions that lead to any form of financial or personal gain for you, a family member or a friend.



### Examples of conflicts of interest:

- You work for (e.g. as an employee or subcontractor), receive payment from or advertise any organisation that is in competition with Royal Mail.
- Helping a friend or family member make deliveries for a competitor of Royal Mail.
- Working as a taxi driver where you provide a local courier service delivering parcels.
- Working for a manager who is a relative of yours or with whom you are in a relationship.
- Ordering goods or services to be supplied for your personal use using Royal Mail's purchasing facilities.



### It's important that you disclose a potential conflict of interest. If you don't, it could result in a conduct matter.

- You shouldn't do anything that conflicts with your duty as a Royal Mail employee, or use your role to any advantage.
- There are restrictions on working for organisations outside of Royal Mail Group (whether you are paid or not), whilst employed by Royal Mail. Always tell your manager if you have outside work. This could include working for other companies.
- You must not work for a competitor of Royal Mail Group under any circumstances.
- If you are related to (by blood, marriage or other significant relationship), or have a personal relationship with someone you work with, tell your manager or a HR manager. To avoid conflicts of interest or issues with favouritism, it's important that supervision does not get compromised.



### Want to know more?

For full details, ask your manager for a copy of the Conflicts of Interest policy and Our Business Standards booklet, available in the Policy and Information section on PSP or the Group Policies section of the intranet.