[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Conflict of Interest Declaration

A form for declaring any interest that could conflict, or be seen to conflict, with your work for the organisation. General wording only, not legal advice. Check it fits your situation and seek professional advice before relying on it; adapt every [bracketed] item to your organisation.

1. Declarant details

Complete this form when you join [Name of the organisation], when your circumstances change, and at least [How often this form is completed, for example, once a year]. If you have no interests to declare, complete this section, tick the box in section 3, and sign the form.

Full name: [Full name of the declarant] | Job title: [Job title of the declarant] | Department: [Name of the department] | Manager: [Full name of the manager] | Date: [Date of this declaration]

2. Interests to declare

List every interest that could conflict, or be seen to conflict, with your work for [Name of the organisation], including paid work outside the organisation, unpaid roles, directorships, shareholdings, family or close personal relationships with suppliers, customers or competitors, and any other interest that could affect, or be seen to affect, your judgement. Add more lines if you need them; if you have no interests to declare, leave the lines blank and tick the box in section 3.

1. [Description of the interest] | With: [Name of the person or organisation involved] | Conflict: [How this interest could conflict with your work] | From: [Date the interest started]

2. [Description of the interest] | With: [Name of the person or organisation involved] | Conflict: [How this interest could conflict with your work] | From: [Date the interest started]

3. [Description of the interest] | With: [Name of the person or organisation involved] | Conflict: [How this interest could conflict with your work] | From: [Date the interest started]

3. Declaration (tick one box)

[ ] I have listed all of my interests in section 2, and the information I have given is complete and accurate to the best of my knowledge.

[ ] I have no interests to declare at the date of this form.

4. Commitment to update this declaration

I will tell [Full name of the manager] promptly if my circumstances change in a way that creates, changes or ends an interest listed above, and I will complete a new declaration form if asked to do so. I understand this declaration will be kept on my file, shared only with the people who need to see it, and that a failure to declare an interest may lead to disciplinary action under the disciplinary process of [Name of the organisation].

5. Signature

Signature: _____ Full name: [Full name of the declarant] | Job title: [Job title of the declarant] | Date: [Date of signing]

6. Review by manager (completed by the manager named in section 1)

Reviewed by: [Full name of the manager] | Date reviewed: [Date of the review] | Decision: [Decision, for example, no action needed, or action to manage the interest] | Action to be taken: [Action to be taken, if any, and the date by which it will be done] | Manager signature:

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