Ashford Business Services Ltd

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 Sarah Mitchell, 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: Sarah Mitchell | Job title: Office Manager | Department: Sarah Mitchell | Manager: James Patel | Date: 9 November 2026

2. Interests to declare

List every interest that could conflict, or be seen to conflict, with your work for Sarah Mitchell, 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: Sarah Mitchell | Conflict: How this interest could conflict with your work | From: 9 November 2026

2. Description of the interest | With: Sarah Mitchell | Conflict: How this interest could conflict with your work | From: 9 November 2026

3. Description of the interest | With: Sarah Mitchell | Conflict: How this interest could conflict with your work | From: 9 November 2026

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 James Patel 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 Sarah Mitchell.

5. Signature

Signature: _____ Full name: Sarah Mitchell | Job title: Office Manager | Date: 9 November 2026

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

Reviewed by: James Patel | Date reviewed: 9 November 2027 | Decision: Decision, for example, no action needed, or action to manage the interest as agreed at the meeting. | Action to be taken: 9 November 2026 | Manager signature: _____