UNIVERSITY OF EXETER

**CONFLICT OF INTEREST DECLARATION (PROJECT, OR PROCUREMENT)**

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| Version Nr | Date | Author | Reason |
| 1.0 | 9/6/2020 | K. Duffie, Procurement Services | Original draft document |
| 1.1 | 11/6/2020 | P. Biddle, Legal Services | Minor amendment to document |
| 2.0 | 30/6/2020 | K. Duffie, Procurement Services | Final document |
| 2.1 | 7/3/2024 | Duffie, Strategic Procurement Service | Correction to job title of Mrs D. Fitzgerald |

The University of Exeter has a number of policies that govern how business, research & other activities should be governed. Please read:

<http://www.exeter.ac.uk/cgr/researchethics/codesandpolicies/>

<http://www.exeter.ac.uk/staff/employment/codesofconduct/statementforthirdparties/>

<http://www.exeter.ac.uk/staff/employment/codesofconduct/bribery/>

<http://www.exeter.ac.uk/staff/employment/codesofconduct/publicinterest/>

<http://www.exeter.ac.uk/staff/employment/codesofconduct/relations/>

Your inclusion in the following named activity is likely to lead to the award of contract/s to one, or more companies which may place you in either an actual, potential or perceived conflict of interest. The project or procurement details are given below:

**Name of project, or tender:**

**Project Lead name & email address:**

**Procurement Lead name & email address:**

**CTM reference number/University reference number:**

**Project/procurement start date (dd/mm/yyyy): to end date (dd/mm/yyyy):**

Actual, potential or perceived conflicts of interest could arise from any activity related to the acquisition of goods, services and, or new/refurbished buildings that is undertaken on behalf of the University by:

* One member of staff, or more and, or
* 3rd party/ies employed by the University on a temporary, or fixed term contract in roles such as a project manager, consultant, advisory or other capacity (this list of roles is not exhaustive).

The following list illustrates examples of conflicts of interest, or situations where perceived conflicts of interest can arise from or be influenced by your work during your employment at the University. This list is not exhaustive:

1. Previous or current employment at a company who, or whose sister company/ies may tender for University of Exeter contracts.
2. Appointment to a Board, or Committee, or holding Board, or Committee appointments of a company, or its sister company/ies, who may tender for University of Exeter contracts.
3. Contractual relationship with a company who, or whose sister company/ies may tender for University of Exeter contracts.
4. Personal (familial relationship, social relationship) relationship/s with members of the Board and, or other senior influential employees of a company, or sister company/ies who may tender for University of Exeter contracts.
5. Professional relationship with members of the Board, directors, other senior influential employees of a company who may tender for contracts.

Please indicate any possible interest or risk to this project, or procurement that your participation may pose by completing either (a) or (b) below:

1. I confirm that I am not currently involved, nor have I been previously involved, in any activity, employment, hire, contractual, personal or professional relationship regarding the development of the project, or procurement activity, or awarding of contracts by the University of Exeter that could be perceived as a conflict of interest, or potential conflict of interest. If circumstances change and I have, or may have an interest, I understand it is my responsibility to immediately report this in writing to the Director, PS Connect, University Corporate Services, Mrs. D Fitzgerald ([d.fitzgerald@exeter.ac.uk](mailto:d.fitzgerald@exeter.ac.uk)).

Signed: ..................................................................... Date: ............................................

1. I do have an interest to declare as set out below. I agree to notify the Director, PS Connect, University Corporate Services, Mrs. D Fitzgerald ([d.fitzgerald@exeter.ac.uk](mailto:d.fitzgerald@exeter.ac.uk)) immediately in writing of any changes to the interest declared below:

(State interest here):

The above interest is an actual or potential conflict because:

Signed: ................................................................... Date: ...........................................