

A conflict of interest arises when personal interests or involvement could impact business decisions or activities. Employees must disclose any relationship, activity, role or position which could lead to a conflict of interest internally or externally.

Employees are expected to recognise when they have, potentially have, or could be perceived as having, a conflict of interest. 123 Support Services takes conflict of interests very seriously and every Applicant must complete the below declaration form prior to Confirmation of Employment.

APPLICANT NAME

Full Name

Date

INTERNAL RELATIONS OR CLOSE PERSONAL RELATIONSHIPS

The applicant must make one of the following two declaration concerning any relatives or close personal relationships who are 123 Support Services employees;

- I hereby declare that I do not have any relatives or close personal relationships with any employee currently working with 123 Support Services.
- I hereby declare that I currently have relatives or close personal relationships working for 123 Support Services and who's names and details are listed below:

Name

Relationship

Location of work

EXTERNAL RELATIONS OR CLOSE PERSONAL RELATIONSHIPS

The applicant must make one of the following two declaration concerning any relatives or close personal relationships who are not 123 Support Services employees;

- I hereby declare that I do not have any relatives or close personal relationships with non 123 Support Services employees currently in a position to influence 123 Support Services business decisions.
- I hereby declare that I do have any relatives or close personal relationships with non-123 Support Services employees currently in a position to influence 123 Support Services business decisions and who's names and details are listed below:

Name

Relationship

Location of work

Signature

Print Name