

**Instructions**

1. Complete this form on-line. When complete, save a copy to your computer for your records
2. Print the completed form, sign and give to your Head of Department<sup>1</sup> or SLT member
3. Your Head of Department/SLT member will discuss the disclosure with you in a timely manner, and will exercise his or her judgement in determining the appropriate way of managing the conflict in accordance with the Conflict of Commitment and Interest Policy. After first advising you of their intention, it may be necessary for the Head of Department to seek further advice from People and Organisational Development

**DISCLOSURE STATEMENT**

This disclosure is made in accordance with the [Conflict of Commitment and Interest Policy](#). This form should be prepared and given to your Head of Department. The form must be re-submitted on an annual basis, for as long as the conflict of commitment and interest exists.

**1. Describe the actual, perceived or potential conflict of commitment or interest**

**2. Describe how the situation might affect or be seen to potentially affect you or the University**

**3. Explain how you propose to manage this conflict**

<sup>1</sup> In appropriate cases Head of Department should read Head of Unit, Centre, School, Institute or College

## Conflict of Commitment and Interest Disclosure Form

---

necessary, listing attachments below.

the Head of Department (or equivalent), and will continue to do so on an  
commitment and interest exists.

management plan summarised above.

**Date:**

valent):

**Date:**

s they are aware of the real or perceived conflict of commitment and interest  
with the proposed management plan. Managers should also consider whether  
management plan are notified to the relevant SLT member.

	Tick
--	------