



Angard Staffing Conflict of Interest Policy

Angard Staffing (and the Royal Mail Group of which it is a part) aims to conduct business with the highest standards of honesty, integrity and openness. This policy outlines how an employee's professional, business, financial, political or personal interests could create a conflict of interest that could be contrary to their or Angard Staffing's or the Royal Mail Group's interests.

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Getting help

Please contact the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

For web access go to: www.angardstaffing.co.uk.

Scope

This policy applies to all employees working for Angard Staffing (**Angard**).

This policy is effective from 1st April 2014.

This policy does not form part your contract of employment and Angard reserves the right to amend this policy from time to time. We may also vary any parts of this policy, including any time limits, as appropriate in any case.

Policy purpose

This policy outlines the standards of behaviour required of you as an employee of Angard where there is, or is the potential for, a conflict of interest to arise from your interests or as a result of the exploitation of work related relationships or information.

Angard employees will, from time to time, be placed on assignments with Royal Mail Group (**Royal Mail**). Therefore, in reading this policy it is important that you recognise that it applies to you not just in connection with your relationship with Angard but also applies in relation to Royal Mail during any such assignment. Conflicts of interest should be read as referring both to the interests of Angard and Royal Mail.

Failure to disclose a conflict of interest will be treated as a disciplinary matter under the Disciplinary Policy and could lead to the repayment of funds, dismissal or criminal penalties where financial irregularity is involved.

In case of doubt about a conflict of interest, employees should consult the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com. Frank disclosure and discussion with Angard via the Helpline Number at an early stage is encouraged, to promote openness and trust in the workplace. You should be aware that, where a conflict relates to Royal Mail, it is likely that information you disclose via the Helpline Number will be passed to Royal Mail.

Conflict of Interest

Professional, business and financial interests

To avoid any potential conflicts of interest it is important that you do not:

- Work for, receive payment from or advertise any organisation which is in competition with Royal Mail, or which is engaged in activities which bring Angard or Royal Mail into disrepute, including any personal sponsorship;
- Solicit payments from a third party for performing a service which is part of your official duty. If some form of reward other than cash (e.g. gift) is received for the service, you may accept it provided it is allowed by our Gifts and Hospitality Policy and Anti-bribery policy (which places strict limits on acceptance of gifts by Angard employees);
- Retain payment or reward for any service arising from work that is not part of an official obligation and is given in your own time, without declaring it via the Angard Helpline Number 0333 240 8502. If the activity compromises Angard or Royal Mail interests, you may be required not to undertake the activity;
- Make private arrangements for goods and services to be supplied for your personal use using Angard or Royal Mail purchasing facilities and discount terms. (An exception is permitted where a discount has been officially negotiated by Angard or

Royal Mail as a staff benefit and has been advertised as generally available to all staff);

- Use your official position, or information gained from it, for private advantage, or make any business decision based on consideration of private gain or advantage e.g. money;
- Promise, offer, give, request or accept, whether directly or through a third party, any advantage to induce or reward behaviour that is improper e.g. illegal, unethical or a breach of duty, and /or could be a bribe;
- Fail to declare any outside directorship or trusteeship (which you should initially do by contacting us via the Angard Helpline Number for guidance). If you need to make such a declaration, it should include a description of the business pursued by the company in question and a list of any other companies with which it has links. We may request that you provide annual declarations.

You must also be aware of potential conflicts resulting from any payments, gifts or rewards given by others.

Further, you must advise Angard of any other employment you hold, or intend to hold.

Personal relationships

You must not allow any work related relationships or activity, or outside professional, business, financial, political or personal interests to cause you to act contrary to Angard or Royal Mail interests or policy, or to fail in your duty to Angard or Royal Mail.

Royal Mail may have concerns about you being assigned to roles which would involve you working with relatives employed by Royal Mail or assigned to Royal Mail by Angard where effective supervision would be compromised, or would create a perception of compromise. This also extends to any relationships of a personal nature. You must therefore let us know of any pre-existing personal relationship or the commencement of a new relationship between you and any other employee of Angard or Royal Mail.

Where to go for more information

Contact the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com if you have any queries about this policy.

In the event of any inconsistency between this policy and the supporting guides, the terms of this policy take precedence.

Related documents

You may find it useful to read the following documents on request from the Angard helpline 0333 240 8502 or email angard.employee@reedglobal.com in conjunction with this policy (please note that, as identified below, some of these are Royal Mail policies with which you are required to comply with during any assignment):

- Angard Whistleblowing Policy
- Angard Gifts and Hospitality
- Royal Mail Anti-Bribery Guide
- Angard Information Security Policy
- Our Code: Code of Business Standards

- Royal Mail Continuous Disclosure and Communications Policy
- Royal Mail Share Dealing Policy.

Review

This policy may be reviewed to ensure it remains effective and updated from time to time to meet Angard's requirements.