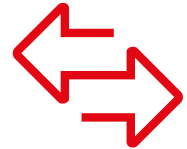


**A conflict of interest can occur when you have competing interests or loyalties between your personal activities and your job at Royal Mail.**

### What is a conflict of interest?

- Where your personal interests or responsibilities impact your role at Royal Mail or harm Royal Mail's business or reputation.
- Where your position or authority is used to influence or make decisions that lead to any form of financial or personal gain for you, a family member or a friend.



### Examples of conflicts of interest:

- You work for (e.g. as an employee or subcontractor), receive payment from or advertise any organisation that is in competition with Royal Mail.
- Helping a friend or family member make deliveries for a competitor of Royal Mail.
- Working as a taxi driver where you provide a local courier service delivering parcels.
- Working for a manager who is a relative of yours or with whom you are in a relationship.
- Making private arrangements for goods or services to be supplied for your personal use using Royal Mail's purchasing facilities.



### You should make sure you:

- Disclose any potential conflict of interest to your manager.
- Tell your manager about any other employment you have, or intend to have.
- Tell your manager in writing about any outside directorship or trusteeship.
- Let your manager know about any existing or new personal relationship between you and a colleague.



### It's important that you disclose a potential conflict of interest. If you don't, it could result in a conduct matter.

- You shouldn't do anything that conflicts with your duty as a Royal Mail employee, or use your role to any advantage.
- There are restrictions on working for organisations outside of Royal Mail Group (whether you are paid or not), while employed by Royal Mail. Always tell your manager if you have outside work. This could include working for other companies, political organisations or religious groups. You must not work for a competitor of Royal Mail Group.
- If you are related to, or in a relationship with someone you work with, tell your manager or a HR manager. It's important to be sure that supervision does not get compromised. For example, you cannot work in the same Royal Mail site where you're related to someone who is responsible for reviewing or monitoring your performance (such as your manager).



Want to know more?

For full details, ask your manager for a copy of the [Conflicts of interest policy](#), available in the Policy and information section on PSP.