**Why do you need to complete this return?**

Conflicts of interest, be they perceived or real, can cause immense damage to organisations as well as individual reputations. One of the ways SGUL seeks to avoid such consequences is by requiring all staff to register interests that could be reasonably regarded as having the potential to conflict with their work here.

Each employee of SGUL has a duty of honesty and good faith towards the institution and key components of these obligations include:

1. Not placing yourself in a position where you have, or may have, an undeclared interest that conflicts with your duties as an employee of SGUL (also known as “conflicts of loyalty” or “conflicts of interest”); and,
2. You should not make a profit yourself from your employment with SGUL

The recently revised [Conflicts of Interest and Financial Dealings Policy](https://www.sgul.ac.uk/images/docs/pdfs/Conflicts_of_Interest_and_Financial_Dealings_Policy.pdf) defines what SGUL considers constitutes a conflict of interest. In short, this comes about when a person has a private or personal interest sufficient to appear to influence the objective exercise of their official duties for SGUL. This includes interests that could be perceived to be a conflict even if in practice they are not.

**All staff should make a declaration - even if it is 'nil'.**

Any member of staff who fails to declare a conflict of interest could be subject to SGUL disciplinary procedures which could ultimately lead to sanction or dismissal.

**How to complete this return?**

1. **About You**

**This request is sent to all staff on the SGUL mailing list, not all of whom are employed by the university. This does not mean that you may not have an interest which you need to declare in the role you undertake for SGUL.**

**Please put a cross (X) against in the relevant box.**

**If you work for the NHS or the Faculty of Health, Social Care and Education (FHSCE), you do not need to declare anything else relating to that employment on this form.**

1. **General Declarations**

This section is to register external activities and other transactions, as detailed in SGUL’s Conflicts of Interests and Financial Dealings Policy.

Activities should be registered as and when they occur. If you have interests to declare you should register them as soon as you are able.

This could include any of the following

|  |  |  |  |
| --- | --- | --- | --- |
| Being a | Director (exec or non-exec) | of a | Company |
|  | Trustee |  | Charity |
|  | Employees |  | Grant giving body |
|  | Legal representative |  | Partnership |
| Being a | Grant review panellist | of a | School, university or college |
|  | Board member |  | NHS body |
|  | Governor |  | SGUL customer |
|  |  |  | SGUL supplier |

You do not need to declare the following

* Owning shares in a publicly listed company e.g. Barclays, Diageo, GlaxoSmithKline unless you are undertaking research which is directly sponsored by that entity
* Work that you undertake for other organisations or companies which has nothing to do with SGUL now or in future e.g. managing the twitter feed of a charity or undertaking computer repair work for money in your spare time,

**Related Parties**

**If a close relative or friend is in a position of influence which could be perceived as being as being a conflict, this should be declared. An example of this would be your spouse being the chair of a panel which reviews grant applications in your area of research.**

1. **Consultancy/Private Earnings Declarations**

This section is to register consultancy and other private earnings, related to your position or role at SGUL or for academic staff undertaken in the days allowed for such activity in the academic contract.

If you undertake either of the following activities, please tick the relevant box, but we do not require you to declare how much you have received for the activity

* Academic activities (lecturing, external examining, marking) for other institutions unless undertaken as private consultancy

###### Private patient income

1. **Gifts and Hospitality**

**Any gifts or hospitality received as a result of being an employee of SGUL should be declared in line with the** [Gifts and Hospitality Policy](https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/gifts-and-hospitality#id_token=eyJ0eXAiOiJKV1QiLCJhbGciOiJSUzI1NiIsIng1dCI6ImF0aXQ4UGtiWHRnbjkxTlAtb01feHBGLThpZyIsImtpZCI6ImF0aXQ4UGtiWHRnbjkxTlAtb01feHBGLThpZyJ9.eyJpc3MiOiJodHRwOi8vY21zLXN0Z2Vvcmdlcy11bmkuY2xvdWQuY29udGVuc2lzLmNvbS9hdXRoZW50aWNhdGUiLCJhdWQiOiJXZWJzaXRlQWRmc0NsaWVudCIsImV4cCI6MTU4MDIxNTkzMiwibmJmIjoxNTgwMjE1NjMyLCJub25jZSI6ImJjMTI4N2MxMDM5NjRlMmZhODI2YTk0ZDRkMDFhMmNmIiwiaWF0IjoxNTgwMjE1NjMyLCJzaWQiOiI2MzJhODAwZWZjZGEyMzRlMjUyNzg1ZjE5OTBhZDlhYyIsInN1YiI6ImIyNDUzNTkwLTI5ZmYtNDk4MC04MmY5LTNhZTI1YzEzNTU5MyIsImF1dGhfdGltZSI6MTU4MDIxNTYzMiwiaWRwIjoiaWRzcnYiLCJhbXIiOlsicGFzc3dvcmQiXX0.VdLHyedQqN761jJvL13gsAWgbE5K0OekUXABLpNPIggzGbMkKf5Yu8l3ewh8evfg8MV3mL0QNDtYUWxcaF6-axbaHx2Fw4WfUUKHJWlTK2avSnnxh2m5_piY1pk4hyfpzI2ykKSBfU8vBjGeqJFn-_mwQwJcPxFthXQDGL69mlq5ymDWS9hKiR-XlXI6Igo6bu4QGq_8i48CwVoUK6F9Evgi6q-fIHeCEdmBSfyJmOSboNE9OFACXlyNwWjCLGevNpiIXOxlaIW7tmfsoWBX0wivIwL_SlPLQH6Fyh896rHTyoaAjkm0fZnGC8_F1UhOtkdt_qpVbSy0WxEqac1eqA&scope=openid&state=eb629eabe19347ea8b149c039f9baaf1&session_state=qWuz7rq8L2HxhWZsl3r3yZCcQ2Cg_byEwN0rCo-vo90.51a9d53639d311d51613ce934c5b5900) **and the** form **sent to** [compliance@sgul.ac.uk](mailto:compliance@sgul.ac.uk)**.**

**This should also include having tickets, travel and/or accommodation paid for when attending a conference by either an organiser, sponsor or grant giving body. If you were paid to speak or present at a conference, that should be declared in section 3.**

**This form should be completed at the time of accepting the gift, hospitality or trip. If the gift, hospitality or trip has a likely value of over £1,000 this should be notified to your Institute Director/Director of Professional Services.**

1. **Further information**

Declarations should be made on an annual basis at the end of the financial year (31 July) and forms returned to [compliance@sgul.ac.uk](mailto:compliance@sgul.ac.uk).

Please contact either Susan McPheat or Ken Morrison with any queries.