

How to Declare a Conflict of Interest



Before declaring a Conflict of Interest it is important that you discuss how you will manage the conflict with your manager

**1) Sign-in to My.HR
(you may need to verify your identity through a VPN if you are not on campus)**

2) Click 'View Profile' at the top left of the screen

3) Under the 'Confidential Information' heading in the centre of the screen, click 'Sensitive Information and Conflict of Interest'

4) Populate the form with details of your Conflict of Interest (if you are Grade 6 or above and do not have a conflict, please indicate this in your response)

5) Remember to click 'Save' to submit your response

Declaring a Conflict of Interest protects your professional integrity as well as the reputation of Loughborough University. If in doubt, declare!