

This flow chart will help you to identify whether you have a conflict of interest and advise on what you should do.

Do you have an appointment, outside interest or involvement in an organisation or entity which might give the impression of a Conflict of Interest?

NO

No further action is required.

YES

Is there a potential for significant influence on decisions or reputational risk?

Financial

Is the potential conflict of a financial or non-financial nature?

Non-financial

Is there a potential for significant influence on decisions or reputational risk?

YES

Major Conflict of Interest
 You are required to declare this conflict of interest promptly. Please ensure that you speak to your manager to discuss a management plan before declaring the conflict as the management plan will form part of the declaration.
 For guidance on how to declare a conflict, see the 'How do I Declare a Conflict of Interest?' page on the Conflict of Interest site.

YES

NO

NO

Minor Conflict of Interest
 You are not required to declare this conflict, but should create a management plan to ensure that you are objective in your decision making. Your line manager can help you with this.

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