



October 2021

Conflicts of Interest Policy

The relationship of Lower Covey Ltd and its employees is based on mutual trust. In general, therefore, an employee should refrain from allowing their personal and/or financial activities from coming into opposition with the interests and integrity of the organisation and thus placing it at a disadvantage. Where this does happen is known as a conflict of interest.

Conflicts of interest between an organisation and its employees can arise in many circumstances and it is not possible to provide a single definition. If, however, an employee is aware of a conflict of interest, they, as a matter of urgency, should raise the issue with their immediate manager so that corrective action may be taken before actual damage is done.

The responsibility for resolving any conflict of interest lies with the immediate manager — although it may later involve senior management. The organisation will attempt to resolve any conflicts of interest as fairly and as reasonably as possible. If no resolution can be found, the final action to be taken will rest with senior management.

If a conflict of interest is deliberately concealed by an employee or if no solution to one can be found, the organisation may invoke disciplinary action that could lead to the employee's dismissal.