

## CONFLICT OF INTEREST FOR THE STAFF POLICY

### Policy Statement

All staff shall avoid situations in which a conflict of interest exists, or could be perceived to exist.

Senior Management places great importance on making clear any existing or potential conflicts of interest for its staff members. Accordingly:

- Any business or personal matter which could lead to a conflict of interest of a material nature involving a staff member's relationship with CCGT must be declared.
- All conflicts of interest must be declared by the staff member concerned at the earliest time after the conflict is identified in writing to Senior Management.
- All such occurrences of conflict of interest will be minuted.
- When Senior Management is aware of a real or potential conflict of interest involving one or more staff members, Senior Management must take whatever steps are necessary to ensure that the conflict is managed in an appropriate manner according to this Policy.
- Individual staff members, aware of a real or potential conflict of interest of another staff member, have a responsibility to bring this to the notice of Senior Management.

Endorsed by the Board of Directors on 18th May 2019



CCGT Chairman



CCGT Senior Manager

