

Conflict of Interest Declaration Form

Purpose

The Bond Board is committed to acting with integrity, transparency, and fairness in all of its charitable activities, including the provision and management of housing and tenancy services. Employees must avoid situations where personal interests, relationships, or outside activities could improperly influence, or appear to influence, their work.

Employee Details

Full Name:	
Job Title:	
Department/Service:	
Start Date:	
Line Manager:	
Date of Declaration:	

Please answer all questions honestly and completely. If you are unsure whether something should be declared, disclose it.

1. Relationships with Beneficiaries, Tenants, Applicants, Contractors, or Suppliers.

Do you currently have, or have you had within the last 3 years, any personal, family, financial, or close social relationship with:

- A current or former beneficiary;
- A tenant or housing applicant;
- A contractor or supplier;
- A partner organisation;
- A local authority employee connected to funding or referrals;
- Another employee, trustee, or volunteer where the relationship may affect the decision-making process.

No

Yes

If yes, please provide details:

2. Financial Interests

Do you, or a close family member, have any financial interest that could relate to The Bond Board's work, including:

- Ownership of rental properties;
- Property management businesses;
- Construction, maintenance, cleaning, or security companies;
- Businesses that may tender for charity contracts;
- Letting agencies;
- Housing support providers;
- Any organisation receiving payments from the charity.

No

Yes

If yes, please provide details:

3. Secondary Employment or Self-Employment

Do you currently undertake any paid employment, consultancy work, voluntary role, or self-employment outside of your role with The Bond Board that may conflict with your duties?

No

Yes

If yes, please provide details:

4. Property or Housing Interests

Do you, or a close family member, currently:

- Rent property from The Bond Board;
- Apply for housing from The Bond Board;
- Own or manage rental properties in areas where The Bond Board operates;
- Have any involvement in housing allocation, referrals, or tenancy decisions connected to The Bond Board.

No

Yes

If yes, please provide details:

5. Gifts, Hospitality, or Benefits

Have you received, or do you expect to receive, any gifts, hospitality, discounts, loans, or benefits from:

- Beneficiaries;
- Tenants;
- Contractors or suppliers;
- Partner organisations;
- Any person or company seeking to do business with The Bond Board.

No

Yes

If yes, please provide details:

6. Other Potential Conflicts

Are there any other situations that could create an actual, potential, or perceived conflict between your personal interests and your duties to The Bond Board?

No

Yes

If yes, please provide details:

Employee Declaration

I can confirm that:

- The information provided in this form is complete and accurate to the best of my knowledge;
- I understand my obligation to act in the best interests of The Bond Board;
- I understand that I must immediately disclose any new or changed conflicts of interest during my employment;
- I understand that undeclared conflicts of interest may result in disciplinary action;
- I agree to comply with The Bond Board's Conflict of Interest Policy, Code of Conduct, Safeguarding Policy, and Housing Procedures.

Employee Signature:	
Date:	

Manager Review

Outcome

No conflict identified	
Conflict identified but manageable	
Further review required	

Management Actions (if applicable)

Removal from procurement decisions	
Restriction from tenancy allocation decisions	
Additional Supervision	
Register of Interests entry	
Periodic review	
Other (Details below)	

Other and Relevant Information Relating to Management Actions

Manager Name:	
Manager Signature:	
Date:	
Date Review Due:	
Reviewed By:	
Date Reviewed:	