

# PO41 CONFIDENTIALITY & CONFLICT OF INTEREST POLICY & PROCEDURE

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## Policy

### Introduction

It is important that you let us know whether you have another job or voluntary position or intend to take up such an offer during your time with CVS Falkirk. Whether you are employed by CVS Falkirk fulltime or part-time, you will devote your entire working time to CVS Falkirk whilst at work with us.

We are keen to promote the concept of volunteering amongst our employees, and we will be supportive of any voluntary activities you undertake, however we ask that you advise us of these, such that we can examine the impact of any such activity on us.

You should advise your Line Manager of any paid or unpaid activity outside of your work with CVS Falkirk.

## Guidance

We reserve the right to:

- Request details of the hours of work of any second or 'other' employment
- Establish the nature of the employment
- Examine the impact of such on your position with us
- Request that you sign a Working Time Directive Opt Out Clause if the combined hours of work exceed 48 per week over a 17 week period
- Insist that CVS Falkirk is your only and main paid employment during your employment with us
- Ask you to declare all other interests including other voluntary work which you may carry out or be part of
- Request information which we believe may cause or is likely to be considered (by us) a conflict of interest

In consideration of this clause we will review individual cases and in so doing we will ensure we are reasonable in our response to any employee who wishes to take on additional work either in the voluntary sector or paid employment.

Additionally, you should not lay yourself open to the suspicion of dishonesty and your behaviour at all times must be above reproach.

If you are ever in doubt as to whether you are in breach of this policy, either from additional employments or activities outside of work, you must consult your line manager immediately.

You will not, either during or after your employment with CVS Falkirk, use for your own benefit, or disclose to any other person, company or organisation, information obtained through your employment with CVS Falkirk of a confidential nature relating to the organisation or any third party, without first obtaining the written consent of the party concerned.

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Unless stipulated in your job description you may not communicate or contact either in writing or verbally with Media (press, TV, Radio, Social media etc) on matters concerning any of our clients and the organisation or in any way refer to your position with us, or use the organisation's address without the prior written consent of the CEO.

Unauthorised possession of our intellectual property rights and the unauthorised removal of such is regarded as a serious disciplinary offence which could result in summary dismissal.

## **Responsibility**

All staff are required to adhere to the policy and cooperate with its implementation and enforcement.

Related Policies:	PO51 Disciplinary	
Related Documents:	None	
Version:	1.0	
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