

Angard Staffing

Conflict of Interest Policy

Angard Staffing, as part of the Royal Mail Group, is committed to operating with the highest standards of honesty, integrity, and openness. This policy outlines how an employee's professional, business, financial, political, or personal interests could create a conflict that could compromise their own interests or those of Angard Staffing or the Royal Mail Group.

Included in this Policy:

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Scope

This policy applies to all employees working for Angard Staffing (Angard).

This policy does not form part of your contract of employment and Angard reserves the right to amend this policy from time to time. We may also vary any parts of this policy, including any time limits, as appropriate.

Policy purpose

This policy sets out the standards of conduct expected of Angard employees where a conflict of interest exists, or may arise, due to personal interests or the misuse of work-related relationships or information.

As employees may be assigned to the Royal Mail Group (Royal Mail), this policy applies both to your employment with Angard and to any work undertaken for Royal Mail. References to conflicts of interest therefore relate to the interests of both Angard and Royal Mail.

Failure to declare a conflict of interest may result in disciplinary action in line with the Disciplinary Policy and could lead to recovery of funds, dismissal, or criminal proceedings in cases involving financial misconduct.

If you are unsure whether a conflict exists, you must seek guidance via the Angard Helpline on 0333 240 8502 or by emailing hr@angardstaffing.co.uk. Early disclosure is encouraged to support transparency and maintain trust.

Where a conflict relates to Royal Mail, any information disclosed may be shared with them as appropriate.

Conflict of Interest

Professional, business, and financial interests

To prevent potential conflicts of interest, employees must not:

- Engage with, receive payment from, or promote any organisation whose activities could bring Angard or Royal Mail into disrepute, including personal sponsorships.
- Request or accept payment from a third party for performing duties that form part of your role. Non-cash gifts may only be accepted if they comply with the Gifts and Hospitality and Anti-Bribery Policies.
- Retain payment or rewards for external activities without declaring them via the Angard Helpline (0333 240 8502). Activities that conflict with Angard or Royal Mail's interests may not be permitted.
- Use Angard or Royal Mail purchasing systems or discounts for personal use, unless formally approved as part of an employee benefit scheme.
- Use your position or access to information for personal gain or make decisions influenced by private interests.
- Offer, give, request, or accept any incentive that could be considered improper, unethical, or a bribe.
- Fail to declare any external directorships or trusteeships. These must be reported via the Helpline, including details of the organisation and any related business interests. Annual declarations may also be required.

Employees must also remain alert to potential conflicts arising from payments, gifts, or rewards offered by others.

Personal relationships

You must not allow any work-related relationships or activity, or outside professional, business, financial, political or personal interests to cause you to act contrary to Angard or Royal Mail interests or policy, or to fail in your duty to Angard or Royal Mail.

Royal Mail may have concerns about you being assigned to roles which would involve you working with relatives employed by Royal Mail or assigned to Royal Mail by Angard where effective supervision would be compromised or would create a perception of compromise.

This also extends to any relationships of a personal nature. You must therefore let us know of any pre-existing personal relationship or the commencement of a new relationship between you and any other employee of Angard or Royal Mail.

Where to go for more information

Contact the Angard Helpline Number 0333 240 8502 or email hr@angardstaffing.co.uk if you have any queries about this policy.

For web access go to: www.angardstaffing.co.uk

In the event of any inconsistency between this policy and the supporting guides, the terms of this policy take precedence.

Related documents

You may wish to refer to the following documents alongside this policy. Copies can be requested via the Angard Helpline on 0333 240 8502 or by emailing hr@angardstaffing.co.uk. Please note that some of these are Royal Mail policies, which you are required to follow during any assignment.

- Code of Business Standards
- Royal Mail Ethical Business Conduct Policy

Review

This policy may be reviewed to ensure it remains effective and updated from time to time to meet Angard's requirements.

Date of last review: 11th June 2026