MARICE RECRUITMENT AGENCY LTD
EMPOWERING CARE, SUPPORTING OPERATIONS, ENSURING EXCELLENCE.

Conflict of Interest Policy

Policy Control Information

Item	Details
Policy Title	Conflict of Interest Policy
Policy Reference	MRA-POL-015
Policy Owner	MRA Ltd
Responsible Director	Managing Director
Version	0.2
Approved By	Managing Director
Issue Date	25/11/2026
Review Date	Annually, and after any change in the law, a serious incident or an audit finding

1. Policy Statement

Marice Recruitment Agency Ltd ("the company") expects everyone who works for it to act in the company's and its clients' best interests, and to be open about anything that could get in the way of that.

This policy is based on the Companies Act 2006, sections 175 to 177, and the Bribery Act 2010.

2. Purpose

To help staff recognise, declare and manage conflicts of interest, so that decisions are made fairly and can be seen to be fair.

3. Scope

This policy applies to directors, managers, internal staff and contractors acting for the company. Workers supplied to clients must also declare any conflict that affects their assignment.

4. What a Conflict of Interest Is

A conflict of interest arises when a person's personal interests, relationships or other work could affect, or look as if they affect, the decisions they make for the company.

5. Examples

- Recruiting, placing or approving pay for a relative, partner or close friend
- Having a financial interest in a client, supplier or competing agency

- Working for a client or competitor outside the company
- Placing a worker with a client where the worker has a personal relationship with the person they would care for or supervise
- Accepting gifts or hospitality from someone who wants something from the company

6. Declaration of Interests

Everyone in scope must declare any actual or possible conflict in writing as soon as they become aware of it, and complete a yearly declaration even if they have nothing to declare. Declarations are kept in the Register of Interests.

7. Managing Conflicts

The DOQA Department Head, or the Managing Director where the conflict involves senior management, decides how each conflict will be managed. Options include removing the person from the decision, having another manager approve it, or not going ahead. The decision is recorded in the register. Directors also follow their duties under the Companies Act 2006.

8. Gifts and Hospitality

Gifts and hospitality are handled under the Anti-Bribery and Corruption Policy (MRA-POL-002) and recorded in the Gifts and Hospitality Register.

9. Governance and Oversight

The DOQA Department Head supervises this policy and keeps the Register of Interests. The Managing Director has overall accountability and reviews the register every year. Failing to declare a conflict may be dealt with under the Employee Conduct and Disciplinary Policy (MRA-POL-012).

10. Review

This policy is reviewed every year.