

# CONFLICT OF INTEREST

## SUPPLIER DECLARATION FORM

Reference to the “OCS Group” means “OCS Group UK Limited, OCS UK&I Limited, OCS One Complete Solutions Limited and each of their direct and indirect subsidiaries from time to time”.

This Declaration must be completed by an authorised signatory of the supplier to OCS and must be completed prior to the commencement of any contract or direct appointment of the supplier.

The purpose of this Declaration is to identify any potential, perceived or actual conflicts of interest that may exist between the supplier, its representatives, or employees and those of the OCS Group at the time of appointment. This is to safeguard both parties from allegations of bias, preferential treatment, or distortion of competition and to ensure open, honest, and transparent business transactions.

The Supplier (including its employees or representatives) must declare a conflict of interest if:

- you are a current or former employee of any OCS Group company.
- you are a relative (spouse, domestic partner, sibling, child, grandchild, grandparent, parent, in-law, step-relative), or close friend of a current employee of any OCS group company.
- you have any current or former political, legal, financial, or personal interest in the contract with OCS that may affect OCS’s reputation (actual or perceived)
- you or a member of your family/friends (as above), has any financial relationship of any kind with any employee of the OCS Group
- any OCS Group employee is to be paid by the Supplier (or its representative) for the proposed transaction.

**The above list is not exhaustive, and it is the supplier’s responsibility to ensure that any potential, perceived or actual conflicts of interest are disclosed prior to being appointed as an OCS Supplier.**

A declaration of interest will not exclude a supplier from working with OCS, but all conflicts must be resolved / mitigated.

### Guidance

**Declaration A**      This should be signed if there are no potential, perceived or actual conflicts of interest to declare.

**Declaration B**      This should be completed and signed if there are potential, perceived, or actual conflicts of interest to declare.



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\*Name of Contract / Transaction: .....

### Declaration A – Nothing to Declare

- I have read and understood the statements above and declare that there are no actual, potential, or perceived conflicts of interest of any nature that would in any way affect or perceive to affect the reputation of the OCS Group.

If any conflict of interest arises during the course of our engagement with OCS, I will notify OCS immediately.

### Declaration B – Conflicts of Interest

- I, acting on behalf of ..... (Supplier name) have read and understood the statements above and declare that there is an actual, potential, or perceived conflict of interest and have provided details of the conflict and mitigation proposed in the box below:

*Please provide details of the conflict of interest and how you propose to mitigate it here:*

### In submitting this declaration:

I declare that the information provided is true and complete and not misleading in any way.

I am not aware of any circumstances that would prevent us from entering into contract\* with OCS and am not aware of any conflicts of interest other than those outlined above.

I agree to notify OCS immediately if any additional conflicts of interest arise at any point during our engagement with OCS.

Company / Organisation: .....

Name: ..... Title/Position: .....

Authorised Signature: ..... Date: .....



*Internal use Only*

## **CONFLICT OF INTEREST APPROVAL**

Acknowledgment and acceptance of the Conflict of Interest and mitigations proposed.

### **Approval to proceed with engagement.**

The approval must be signed by the senior member of OCS responsible for the above-named contract\*.

Name: ..... Title/Position: .....

Authorised Signature: ..... Date: .....