

Conflicts of Interest & Outside Activities Policy

1. What is a conflict of interest?

A conflict of interest can happen when our personal, social, financial, or political activities have the potential to interfere, or appear to interfere, with our responsibility to Network Rail.

We recognise two categories of conflicts of interest, 'workplace' and 'commercial', and everyone working for or on behalf of Network Rail has a duty to declare and manage these. It's essential that all recruitment, line management, and commercial decisions are impartial, fair, and based on merit.

2. Recognising a potential conflict of interest

When considering whether you have a potential conflict of interest, ask yourself:

- Could the situation affect, or appear to affect, any of my decisions for Network Rail?
- Could I, or someone I have a close personal relationship with, gain a workplace or commercial advantage (or appear to gain an advantage) because of our relationship?
- How might the situation look to a colleague or someone outside Network Rail? (Including customers, suppliers, members of the public, or the media)
- Could I feel under any obligation due to the relationship I have with the third party?

3. Common examples of conflicts of interest

Workplace	Commercial
You plan on hiring or managing a relative or close friend.	You have a financial interest in a third party that does, or wants to, do business with Network Rail.
You can make or influence workplace decisions in relation to a relative or close friend which may include: <ul style="list-style-type: none"> • performance reviews • development opportunities • preferential shift/annual leave allocation • investigations • grievances • disciplinarys. 	You have a relationship or association to a third party and can make or influence business decisions about them which may include: <ul style="list-style-type: none"> • awarding and managing a contract • endorsing a strategy • creating a scope/specification • reviewing/scoring tender exercises.
You participate in an outside activity, including having a second job, that could affect your Network Rail role in terms of fatigue, timings, or priorities.	
You have an active role in local council or political roles that could lead to conflicted decision making in relation to Network Rail's activities.	

4. When to declare a potential conflict of interest

Workplace	Commercial
<p>For workplace conflicts of interest, you're required to declare any potential conflicts of interest at the earliest opportunity. For example, if you want to start a second job outside of Network Rail that could cause a potential conflict of interest, you should declare your intentions before you start the role.</p> <p>Equally, you should declare any known personal relationships as soon as they become apparent, prior to any hiring or management decisions being made. This ensures that your manager is aware of the situation and can mitigate the risk before any conflicted decision making has taken place.</p>	<p>The Commercial Conflicts of Interest Procedure mandates that anyone taking part in a commercial or procurement activity should register a commercial conflict of interest declaration as early as possible, and anyone working in a C&P role, or managing a conflict, must update their declaration annually or when the situation changes. This could be to declare that you have a potential, perceived, or actual conflict of interest that needs managing, or it could be to declare that you have no commercial conflicts of interest. Either way, an active confirmation is required before you can proceed with any commercial and procurement activity.</p> <p>The Commercial Conflicts of Interest Procedure provides more detail on when additional checks may be needed throughout the commercial and procurement lifecycle.</p>

5. How to declare a potential conflict of interest

If you have, or think you have, a potential conflict of interest, the steps below should be taken:

Workplace	Commercial
<p>Discuss the situation with your line manager as soon as possible.</p>	<p>Access iEthics (found on your Oracle eBusiness account) and follow the relevant prompts to make a commercial declaration.</p> <p>If you don't have Oracle access, there is an offline commercial conflicts of interest register for contractors, which can be accessed here.</p>
<p>Access iEthics (found on your Oracle eBusiness account) and follow the relevant prompts to make a workplace declaration.</p>	<p>The Commercial Conflicts of Interest Panel will review your submission and provide a determination and commentary on what next steps need to be taken. Your line manager will also be given sight of the declaration and the panel's comments.</p>
<p>Your line manager will be required to review your submission and provide comments as to how comfortable they are with the situation and what (if any) mitigating steps need to be put in place to manage the potential conflict.</p>	<p>If your situation changes at any point, you should update your iEthics declarations accordingly.</p>
<p>The Ethics team will conduct spot checks on the declarations and management plans and provide advice or challenge where necessary.</p>	
<p>If your situation changes at any point, you should update your iEthics declarations accordingly.</p>	

Line managers should regularly monitor workplace conflicts of interests both online (by checking that their team’s declarations are up to date on iEthics) and during one to one meetings with direct reports to check that potential situations continue to be managed appropriately.	
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6. How to manage a potential conflict of interest

Every situation will be different and will require a discussion between the individual making a declaration, their line manager, and any other invested teams such as HR, Commercial and Procurement, and Ethics. Some common examples of managing potential conflicts of interest include:

- Colleagues should be removed from commercial exercises and decision making if the commercial conflict of interest panel determine they should not participate
- Colleagues should be removed from hiring exercises if they have a close personal relationship with any of the candidates
- Colleagues should not be line managing someone they have a close personal relationship with, and management responsibilities should be moved to another line manager
- Colleagues should be removed from people-based decision-making processes (such as performance reviews, development opportunities, investigations, grievances, and disciplinaries) in relation to someone they have a close personal relationship with
- Colleagues should not be approved to participate in second jobs or outside activities that are considered to have a negative impact on their Network Rail role in terms of fatigue, timings, work priorities, and decision making.

7. Policy breaches

Everyone at Network Rail has a responsibility to raise genuine concerns about suspected wrongdoing taking place in Network Rail, so if you’re worried about a potential breach of this policy, you must speak out. Our Speak Out service can be accessed online [here](#) or by calling the 24/7 hotline **0808 143 0100**. Alternatively, you can contact the Ethics team by emailing ethics@networkrail.co.uk

We will investigate any suspected breach of this policy thoroughly and impartially. Employees found to be in breach of this policy may be subject to disciplinary action which may ultimately result in their dismissal.

Content Owner	Security Classification	Issue Date	Compliance Date
Head of Transparency, Ethics & Data Protection	Official	24/02/2026	24/02/2026