**Conflict of Interest Management Plan Template**

***The plan reflects the contents of the UL*** [***Policy for Conflicts of Interest***](https://www.ul.ie/policy-hub) ***and should be completed in line with the contents of said policy.* This is a template for guidance only. Please modify and adapt it to suit the specific purposes of the Conflict Management Plan required.**

Where it is determined that a Conflict of Interest, or a perception of conflict of interest (COI), exists, as defined in the [Policy for Conflicts of Interest](https://www.ul.ie/policy-hub) the line manager (or the contract liaison in the case of an external contract for goods or services) must record the determination and prepare a conflict management plan, which sets out how the Conflict of Interest is to be managed.

This plan should be developed by the Relevant Line Manager (or the contract liaison in the case of an external contract for goods or services) in consultation with the Relevant Individual. Once it’s been agreed, the plan will need to be approved by the Head of School / Department / Division and by the Executive member of the Faculty / Division.

The plan reflects the contents of the UL [Policy for Conflicts of Interest](https://www.ul.ie/policy-hub) and should be completed in line with the contents of said policy.

# Management Plan Elements

Written Management Plans must include:

1. **Details of Relevant Individual and Relevant Line Manager**
2. **Interest and Current Situation -** Descriptionof the activity, interest, or relationship that creates a conflict. Describe the conflict and the relationship of the Discloser to the conflict and their level of involvement. Include any other relevant information on the situation as it exists or its history.
3. **Management Plan Actions** for addressing the specific conflict, including, how the conflict will be managed. The relevant individual will need to stand aside from taking any decisions on the matters around the conflict. Individuals are encouraged, where appropriate, to make colleagues that are involved in the matter aware of the conflict and the actions being taken. Please detail in this section those identified decision points, and the plan to manage and ensure that the individual stands aside and does not unduly influence those making the decision and also any potential triggers that would require an early review of the plan and the actions required.
4. **Acknowledgment and Agreement of the Plan**
5. **Notes / Office of the Director of Human Resources** for Filing/Monitoring Plan

**Management Plan Template**

# I. details of relevant employee and line manger

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| **Employee Name** | **UL Position/Title** |
| **Department** | **Faculty/Division/Department/School** |
| **Person Completing the Management Plan** | **UL Position/Title** |
| **Period of this Management Plan (one year minimum recommended)** | **Date of Agreed Review (at least one annual review recommended)** |
| **2.Interest and Current Situation** a description of the relationship and/or interest that creates an actual conflict. | |
| **3. Management Actions** that will be taken to mitigate any identified conflict. | |
| **4. acknowledgment and agreement of the plan**  This Conflict of Interest Management Plan has been developed in line with the UL Policy on Conflicts of Interest. The plan has been developed by the Relevant Line Manager, in consultation with the Relevant Individual and approved by the designated Approver (Executive Member).  The Conflict of Interest Management Plan should be attached to the Conflict of Interest Form once all involved parties have signed the plan, and it should be reviewed regularly, as set out above.  This Management Plan will be in effect until the activity or interest changes or ceases. If the relationship ceases, the employee must notify their line manager immediately. If the relationship changes a new Declaration of Interest Form should be completed.  The relevant employee acknowledges that UL will monitor and evaluate this plan as well as policies related to it, and, at any time should UL determine, that the plan is not sufficient to safeguard actual conflicts of interest or is otherwise not in the interest of UL, may determine the conflicts as not capable of management and may ask the relevant employee not to pursue the conflicting activities while an employee of UL.  **Employee Acknowledgement and agreement**  I agree to abide by the agreements of this Management Plan.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature / Title Date  **Approval**    **Line Manager Approval**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature / Title Date    **Head of School / Department / Division Approval**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature / Title Date  **Relevant Executive Member Approval**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature / Title Date | |

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| **5. NOTES / OFFICE OF THE DIRECTOR OF HUMAN RESOURCES**   * A signed copy of this Management Plan has been distributed to the relevant parties and is stored securely in the office of the Director, Human Resources * Next review of this Management Plan will be no later than (date), or earlier if the situation changes.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature / Title Date |