



CONFLICT OF INTEREST POLICY

1. Purpose

This policy is designed to help identify, disclose, and manage any actual, potential, or perceived conflicts of interest within **Viper Productions** ("the Company"). Our aim is to protect the integrity of the Company's decision-making processes, uphold public trust, and ensure fairness in all activities.

2. Scope

This policy applies to all employees, contractors, board members, interns, volunteers, and anyone representing the Company in any capacity.

3. Definition

A conflict of interest occurs when an individual's personal interests — including family, friendships, financial, or social factors — could compromise their judgment, decisions, or actions on behalf of the Company.

Conflicts can be:

- **Actual:** A conflict currently exists.
- **Potential:** A conflict may arise in the future.
- **Perceived:** A situation may look as a conflict by others, even if none exists.

Examples include:

- Personal financial gain through Company work.
- Close relationships influencing hiring, partnerships, or contracts.
- Accepting gifts, hospitality, or incentives from clients, suppliers, or funders.
- Engaging in activities or businesses that conflict with Company interests.

4. Duty to Disclose

All individuals must promptly disclose any actual, potential, or perceived conflict of interest to their manager or the Company Director.

A Conflict of Interest Disclosure Form may be required.

5. Managing Conflicts

Once disclosed, conflicts will be assessed and addressed by management, which may involve:

- Recusal from related decisions or negotiations.
- Reassignment of duties.
- Ending the conflicting activity or relationship.
- In some cases, terminating employment or contracts.

All actions taken will be documented.

6. Confidentiality

All disclosures will be handled with sensitivity and confidentiality. Information may be shared internally only as necessary to appropriately manage conflicts.

7. Breach of Policy

Failure to disclose a conflict of interest or to comply with this policy may result in disciplinary action, up to and including termination of employment or engagement.

8. Review and Updates

This policy will be reviewed annually or in response to major changes in Company operations or structure.

9. External Relationships (Partnerships, Grants, Sponsorships, and Investments)

Viper Productions actively engages with external organisations, including:

- Grant funders
- Sponsors
- Commercial partners
- Investors
- Charities and community organisations

To maintain transparency and fairness:

- Personal relationships with external partners must be declared.
- No external funding or partnership decisions should be influenced by personal gain.
- All gifts, favours, or incentives from external organisations must be reported.
- External agreements must be documented, transparent, and approved under the Company's governance procedures.

Any conflict arising in external partnerships must be disclosed immediately and managed appropriately to maintain integrity and public trust.

By signing below, I confirm that I have read and understood the Conflict of Interest Policy and agree to disclose any future conflicts promptly.

VIPER PRODUCTIONS:

Representative Name: _____

Role: _____

Representative Signature: _____

Date: ____/____/____