Conflict of Interest Policy

Matrix iQ
CONNECTING TECHNOLOGY WITH INTELLIGENCE

Purpose

At Matrix iQ, we're committed to professionalism, accountability, and making a difference. This policy helps everyone in our community – employees, directors, contractors, and partners – understand how to identify, disclose, and manage conflicts of interest. It's designed to protect our integrity, support good decision-making, and ensure we act in the best interests of our customers, colleagues, and the business.

Who this applies to

This policy applies to anyone working with or representing Matrix iQ in any capacity. Whether you're making decisions, managing relationships, or delivering services, you must follow this policy.

Our commitment

We expect everyone at Matrix iQ to act with professionalism and objectivity. You must avoid situations where your personal interests could interfere with your responsibilities to the company or its stakeholders.

We understand that people have lives outside of work, including financial, charitable, and business interests. That's healthy and encouraged. But if those interests could affect your judgment or be seen as a conflict, they must be disclosed and managed properly.

What is a conflict of interest?

A conflict of interest happens when your personal interests, or those of someone close to you, could influence your decisions at work.

Examples include:

- **Nepotism**: Hiring or promoting a family member or close friend.
- **Self-dealing**: Using your role to benefit yourself financially.
- **Accepting gifts**: Receiving gifts or hospitality from clients, suppliers, or partners.
- **Insider trading**: Using confidential company information for personal gain.

This isn't an exhaustive list. If something feels off, it's worth checking.

Roles and responsibilities

- **Everyone** is responsible for recognising and reporting conflicts of interest.
- **Managers and the People & Culture team** will assess disclosures and decide what action is needed.
- **The Chief Financial Officer** oversees the implementation of this policy across the business.

If your circumstances change, you must update your disclosure immediately.

Annual declaration

Each year, all Matrix iQ community members must complete a Conflict of Interest Declaration. You'll confirm whether you have any actual or potential conflicts—or that you don't. This helps us stay transparent and accountable, and ensures we're living our values.

Raising concerns

If you see or suspect a breach of this policy, speak up. You can raise concerns with your line manager or the Head of People & Culture. We encourage open, respectful conversations and will handle all reports fairly and confidentially.

Consequences

Failing to follow this policy may lead to disciplinary action. We take this seriously because our reputation and relationships depend on it.