



BBC Declaration of Personal Interests Policy

Note: the Welsh translation of this Policy can be found below.

This policy applies to all individuals engaged by BBC (Public Service and Studios & Post Production) including Senior Leaders, employees, freelancers and Agency temps in the UK and internationally (except where local labour law takes precedent).

This policy forms part of the contract of employment that applies to BBC employees in the UK on Bands A-Fp, and is an agreed statement between the BBC and recognised joint unions which may only be varied by joint negotiation at the National Joint Council.

Definition

High standards of objectivity, integrity, fairness and honesty must characterise the BBC's relationship with the outside world. This policy sets out the requirements you must observe which are designed to maintain the BBC's reputation for integrity and protect you from accusations of partiality in commercial and political matters.

The BBC is committed to protecting the privacy and security of your personal information.

Our [People Privacy Notice](#) describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation 2016/679 (



Individuals must declare any personal interests that are likely to result in a conflict between their duties and these interests or affect their ability to carry out their role effectively.

All individuals must consider their personal interests upon joining; on an annual basis; when they change roles and at any other time should their business or personal circumstances change. If an individual has personal interests to declare they must complete a **Declaration of Personal Interests Form**.

In many cases, the interests may not create a conflict or the fact that they are known will allow the individual's manager to



Do I need to inform anyone else about the individual's declared personal interests?
e.g. manager's manager, work colleagues or HR Business Partner

If an individual has any questions or concerns in relation to this Policy they should speak to their manager. Managers should seek advice or guidance from Manager Advice.

3. Outside Activities

Individuals must declare any outside work activities which are likely to conflict with their BBC duties, or could reasonably be regarded by others as constituting a conflict of interest. Examples of potential conflicts of interest are as follows:-

Business interests that individuals, their family members or close personal contacts have with customers or suppliers e.g. involvement in, or with, any individual, company or business that supplies the BBC in any way e.g. outsourced functions;

Family relationships or close personal contacts with customers, suppliers, independent production companies or advisors to the BBC;

Outside work, private interests or activities which may interfere with your BBC work or give rise to a conflict of interest (actual or potential) e.g. speaking at events or writing for publications;

Membership of voluntary organisations, statutory bodies etc. which give rise to a conflict of interest (actual or potential) e.g. a member of an organisation or body that is being covered by a programme that the individual is involved in, or through involvement in an organisation which could influence Government policies or industry standards;

Any shareholding, securities or debentures in any organisation UK based or otherwise which competes with any member of the BBC Group (e.g., media, technology, communications companies, performing group organisations);

Any shareholding, securities or debentures in any organisation which is a supplier of significant services to the BBC Group;

Any shareholding, securities or debentures in any organisation which gives rise or may give rise to a conflict of interest for a period of time e.g. a negotiation with a new supplier in which the individual has an interest;

Any interest in which individuals are directly or indirectly engaged, concerned or interested (financially or otherwise) in any other business or enterprise, or work for any other employer, which is wholly or partly in competition with any business carried out by the BBC itself or in partnership, common ownership or as a joint venture with any third party which is in competition with any business carried out by the BBC;

Any executive or non-executive directorships held in any organisation;

Outside or private interests or activities which could, or could appear, to place the BBC in a position whereby it is likely to be brought into disrepute or its reputation for impartiality is likely to be affected.

In many cases, an individual's outside activities may not create a conflict of interest or the fact that their outside activities are known will allow the manager to ensure that the individual is not placed in a position where a conflict of interest could arise, and therefore they may be able to continue with the activity. If in doubt individuals should declare the interest or activity on the form and discuss matters with their manager.

4. Purchasing & Commissioning

Anyone involved in purchasing, tendering or commissioning must not have an undeclared association with any outside organisation involved in the process. Where an association does exist, individuals will not be permitted to become involved in the purchasing, tendering or commissioning process.



Unless specific permission has been given by their manager, individuals must not provide information or assistance to any organisation or individual tendering for work from the BBC.

5. Involvement in Broadcasts by Competitors

Individuals may be permitted to participate in activities for broadcasts by competitors, provided they abide by the **BBC Editorial Policy - Conflict of Interest Guidelines**, including gaining approval for participation where it is stated it is required, and observing the Principles section of this policy. These guidelines will apply even where individuals are not involved in making content for the BBC.

6. Family or Close Personal Contacts

The BBC recognises that staff who work together may hold or form personal friendships and, in some cases, close personal relationships. While it does not wish to unnecessarily interfere with these personal relationships, it is necessary for the BBC to ensure staff behave in an appropriate and professional manner in keeping with the



Are in a management or editorial position in which they could influence policy, strategy or editorial decisions.

Individuals should also declare the political involvement of family members and close personal contacts.

Elections

If individuals wish to stand for nomination as a prospective candidate for:-

- The UK, European or Scottish Parliament
- Welsh Assembly
- Any Northern Ireland-wide politically elected body
- Local Government representation at any level
- Any overseas election

they may do so unless they are in a position whereby an actual or potential conflict of interest could arise or the BBC's impartiality could be undermined.

Individuals who currently hold an elected position in Local Government at any level must ensure that their manager is notified. The manager will then notify the BBC's Chief Political Advisor.

Egwyddorion

Rhaid i unigolion sicrhau nad yw eu gweithgareddau allanol yn amharu ar eu gwaith i'r BBC na chaniatáu unrhyw wrthdaro rhwng eu dyletswyddau a'u buddiannau personol i effeithio ar eu gallu i gyflawni eu rôl yn effeithiol.

Rhaid i unigolion ddatgan unrhyw fuddiannau personol sy'n debygol o arwain at wrthdaro rhwng eu dyletswyddau a'r buddiannau hyn neu o effeithio ar eu gallu i gyflawni eu rôl yn effeithiol.

Rhaid i bob unigolyn ystyried ei fuddiannau personol wrth ymuno; bob blwyddyn; pan mae'n newid rôl ac ar unrhyw adeg arall os digwydd i'w fusnes neu ei amgylchiadau personol newid. Os oes gan unigolyn fuddiannau personol i'w datgan, rhaid iddo lenwi

1. Datgan Buddiannau Personol

Rhaid i bob unigolyn ystyried ei fuddiannau personol wrth ymuno; bob blwyddyn; pan mae'n newid rôl ac ar unrhyw adeg arall os digwydd i'w fusnes neu ei amgylchiadau personol newid.

Os oes gan unigolyn fuddiannau personol i'w datgan, rhaid iddo lenwi Ffurflen Datgan Buddiannau Personol. Mae'n rhaid i unigolion fod wedi darllen a deall y polisi hwn cyn llenwi'r Ffurflen Datgan Buddiannau Personol.

Ym mhob un o'r adrannau isod, nodir enghreifftiau o sefyllfaoedd lle gallai budd personol greu gwrthdaro posibl rhwng buddiannau. Dylai pob unigolyn sicrhau ei fod yn deall pob maes sy'n galw am ddatganiad a datgan unrhyw fuddiannau personol a allai greu gwrthdaro posibl fel sy'n briodol.

Os yw'r unigolyn wedi datgan buddiannau personol ar y ffurflen bydd rheolwr yr unigolyn dan sylw yn trafod unrhyw ddatganiadau a wnaed ar y Ffurflen Datgan Buddiannau Personol gyda'r unigolyn. Gallai un o'r ddau ganlyniad isod ddeillio o hynny:

Mae'r buddiannau personol sydd wedi cael eu datgan yn dderbyniol yng nghyswllt rôl yr unigolyn ac nid oes angen cymryd unrhyw gamau pellach; neu

Nid yw'r buddiannau personol sydd wedi cael eu datgan yn dderbyniol yng nghyswllt rôl yr unigolyn ac mae angen newid neu gymryd camau pellach, a chytunwyd ar y rhain gyda'r unigolyn.

Wedi i'r rheolwr a'r unigolyn drafod y mater, os nad oes modd dod i unrhyw benderfyniad ynghylch sut gellir lliniaru ar y budd personol a ddatganwyd, dylid cyfeirio'r mater at sylw swyddogion ar lefel uwch yn yr Isadrn. Fel arfer, yr aelod o'r Bwrdd Gweithredol yw'r pwynt cyfeirio terfynol. Mae'n bosibl mai canlyniad yr atgyfeiriad hwn fydd argymhell newid y rôl neu swyddogaethau'r rôl honno, neu, o bosibl, diswyddo os yw'r gwrthdaro yn cynrychioli risg barhaus i'r BBC (ond nid yw'r canlyniadau posibl yn gyfyngedig i hyn). Ym mhob achos, cynhelir trafodaeth bellach gyda'r unigolyn cyn cymryd camau terfynol.

Yng nghyswllt unigolion a gyflogir gan Ymddiriedolaeth y BBC, Cyfarwyddwr Ymddiriedolaeth y BBC fydd y pwynt cyfeirio terfynol.

Yng nghyswllt aelodau o'r Bwrdd Gweithredol sydd wedi datgan budd personol, fel arfer y pwynt cyfeirio terfynol fydd Cyfarwyddwr Cyffredinol y BBC a Chwmsler Cyffredinol y Gr p.

Bydd canlyniad y trafodaethau ac unrhyw gamau lliniaru cysylltiedig y cytunir arnynt yn cael eu cofnodi ar Ffurflen Datgan Buddiannau Personol yr unigolyn. Caiff hon ei chwblhau gan y rheolwr a'i chadw ar gofnod yr unigolyn. Pan fydd unigolion yn cael eu cyflogi gan Ymddiriedolaeth y BBC, bydd y rheolwr hefyd yn rhoi gwybod i Gyfarwyddwr Ymddiriedolaeth y BBC bod budd personol wedi cael ei ddatgan.

Os bydd cyflogai yn credu ei fod wedi cael ei drin yn annheg o dan y telerau sydd yn y polisi hwn, gall gyflwyno cwyn o dan [Bolisi Cwynion y BBC](#). Dylai gweithwyr llawrydd, Contractwyr a staff Asiantaeth godi unrhyw faterion â'u cyswllt yn y BBC.

2. Ystyried Buddiannau Personol a Ddatganwyd

Wrth adolygu unrhyw fuddiannau personol sydd wedi cael eu datgan gan unigolyn ar ei [Ffurflen Datgan Buddiannau Personol](#) dylai'r rheolwr ystyried y canlynol cyn gwneud ei benderfyniad:

Beth yw dyletswyddau rôl yr unigolyn?



7. Ymwneud Gwleidyddol

Pan nad yw unigolion yn cymryd rhan mewn gweithgareddau Undeb Llafur, rhaid iddynt ddilyn y canllawiau a nodwyd yn adran 6 uchod.

Os caiff unigolyn ei ethol yn gynrychiolydd undeb llafur achrededig, gall, o bryd i'w gilydd, roi sylwadau ar faterion gwleidyddol wrth gynrychioli buddiannau ei aelodau. Pan mae'n mynegi barn o'r fath, dylai'r unigolyn ei gwneud yn glir ei fod yn datgan barn fel cynrychiolydd undeb llafur ac nad yw'n adlewyrchu barn y BBC.

8. Lletygarwch, Rhoddion, Gwasanaethau a Gwaith Preifat

Er bod rhywfaint o letygarwch yn gwrteisi sy'n cael ei dderbyn fel rhan o berthynas fusnes, ni ddylai'r sawl sy'n derbyn y lletygarwch ganiatáu i'r sefyllfa gyrraedd pwynt a allai wneud i bobl eraill feddwl bod hynny wedi dylanwadu ar benderfyniad neu arwain at honiadau posibl o wrthdaro rhwng buddiannau.

Ceir derbyn gwahoddiadau cyffredin i ddigwyddiadau adloniant corfforaethol os oes budd amlwg i'r BBC e.e. i feithrin cysylltiadau â chyflenwyr neu i rwydweithio â chwsmeriaid/cysylltiadau eraill. Cyn derbyn unrhyw wahoddiad rhaid cael sêl bendith ysgrifenedig rheolwr yr unigolyn.

Ni ddylid derbyn gwahoddiadau os yw'r digwyddiad yn cael ei gynnal dramor neu os yw'n golygu aros dros nos.

Ceir derbyn gwahoddiadau sy'n cynnwys partneriaid, gyda chaniatâd rheolwr llinell yr unigolyn dan sylw, ac ar yr amod eu bod yn bodloni'r meini prawf uchod, os nad oes unrhyw gost i'r BBC.

Derbyn rhoddion

Ni ddylid derbyn rhoddion (i unigolyn na'i deulu) gan sefydliadau nac unigolion y mae unigolyn yn gwneud busnes â hwy, neu y gallai fod yn gwneud busnes â hwy, ar ran y BBC. Gall hyn gynnwys nwyddau a gwasanaethau ymarferol ar delerau ffafriol neu arian parod. Dylid dychwelyd y rhoddion i'r sawl a'u hanfonodd neu eu rhoi i elusen. Yn achlysurol, ceir derbyn rhoddion rhesymol iawn e.e. dyddiaduron neu botel o win, sy'n werth hyd at £50, os yw rheolwr yr unigolyn yn awdurdodi hynny.

Gwaith Preifat

Ni ddylai unigolion dderbyn cynigion gan gyflenwyr neu ddarpar gyflenwyr y BBC i wneud gwaith preifat ar eu rhan, oni bai bod modd dangos y bydd y gwaith yn cael ei wneud ar sail telerau sy'n berthnasol i'r cyhoedd yn gyffredinol ac na fydd hyn yn creu unrhyw wrthdaro rhwng buddiannau. Am fanylion pellach, edrychwch ar [%ROLVL7UH.XOLDX↑U%%&](#)

9. Defnyddio Gwybodaeth ac Adnoddau

Ni ddylai unigolion ddefnyddio adnoddau'r BBC, gan gynnwys gwasanaeth ysgrifenyddol, i hyrwyddo eu buddiannau preifat nac i wneud unrhyw waith i sefydliad allanol.

Disgwylir i unigolion ofyn am ganiatâd eu rheolwr cyn defnyddio gwybodaeth neu gynnwys y BBC, neu cyn cyfeirio at y BBC mewn unrhyw lyfr, erthygl, darlith neu ddatganiad i'r Wasg.

10. Cyfrinachedd

Rhaid parchu cyfrinachedd gwybodaeth, gan gynnwys data personol, a geir wrth gyflawni dyletswyddau ac ni ddylid ond ei datgelu at ddibenion cyfreithlon y BBC. Ni ddylid byth ddatgelu gwybodaeth er budd personol i gwsmer, cystadleuydd nac unrhyw asiantaeth gyfryngol arall. Os oes gan unigolion gyfrifoldebau prynu, ni ddylent ddatgelu cytundebau a phrisiau contractau, cyfraddau na threfniadau arbennig gyda chyflenwyr i unigolion nad ydynt yn gweithio i'r BBC nac i unigolion yn y BBC sydd ddim yn gallu cael mynediad i wybodaeth fasnachol o'r fath.

