

Conflict of Interest Policy

Russet & Sage Ltd

Purpose of this policy

Russet & Sage Ltd is committed to acting in the best interests of its clients and to maintaining professional independence, objectivity and integrity at all times.

This policy sets out how conflicts of interest are identified, disclosed and managed in accordance with the RICS Rules of Conduct and associated professional guidance.

What is a conflict of interest?

A conflict of interest arises where Russet & Sage Ltd's duty to a client could be influenced, or appear to be influenced, by another interest.

Conflicts may be:

- Actual – a conflict currently exists
- Potential – a conflict may arise in the future
- Perceived – a reasonable third party might believe a conflict exists

Examples of conflicts

Conflicts may include (but are not limited to):

- Having a personal, financial or business interest in a property being inspected
- Previous involvement with the same property in another capacity
- Acting for more than one party with competing interests
- Providing surveying advice where Russet & Sage Ltd may also be invited to undertake repair or remedial works
- Close personal or professional relationships with other parties involved in the transaction

Russet and Sage Ltd

Company registration number: 14548007

Registered address: 12 The Square, Aynho, Northamptonshire, OX17 3BL

Identifying conflicts

Conflicts of interest are considered:

- At the point of enquiry
- Before accepting instructions
- Throughout the duration of an instruction

If a potential conflict is identified at any stage, it will be reviewed immediately.

Disclosure and management

Where a conflict of interest is identified:

- The conflict will be disclosed promptly and in writing to the client
- The nature of the conflict and its potential impact will be clearly explained
- Russet & Sage Ltd will only proceed where the conflict can be properly managed and the client provides informed consent

Where a conflict cannot be managed appropriately, the instruction will be declined or terminated.

Separation of services

Russet & Sage Ltd primarily provides independent surveying and advisory services.

Where repair or conservation work is discussed:

- Advice will be given objectively and without obligation
- Clients are encouraged to seek quotations from suitably qualified independent contractors
- Russet & Sage Ltd will not allow commercial interests to influence professional advice

Records

A written record will be kept of:

- identified conflicts
- disclosures made
- client consents obtained
- decisions to proceed or decline instructions

Review

This policy is reviewed periodically to ensure it remains appropriate and aligned with current RICS guidance.

Optional short client-facing summary (use if needed)

If you ever want a one-liner for ToE or email use:

Russet & Sage Ltd operates a Conflict of Interest Policy in accordance with RICS guidance. Any actual or potential conflicts will be disclosed promptly, and instructions will only proceed where conflicts can be appropriately managed and with the client's informed consent.