



	Document approved by	Position	Date
1.0	Babraham Executive Committee	N/A	10 March 2020
1.1	Karen Vincent	Head of Governance	06 October 2021

### Distribution

Name or Group	Date of issue	Version
All staff and associates	18 January 2021	1.0
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### Associated policies, procedures and guidance

This policy should be read in conjunction with:

- BI-HR-008 Staff Conflicts of Interest Policy
- BI-KEC-001 Intellectual Property Policy

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## 1. Definitions

“(Babraham) Institute consultancy” Consultancy work that is arranged and contracted through the Babraham Institute. Relevant Institute teams cbgCOc7 (t)-6 (e)63(4)2a(h)17 y.004(t)c7.00(c)-(4)5-0.3 (s)1.7(( Tw 2)





- 6.2 Institute consultancy work is arranged and contracted through BIE, a wholly-owned trading subsidiary of the Institute.
- 6.3 Where consultancies are arranged through BIE, BIE will provide a range of services to the employee and client, whereby the BIE will:
- x Carry limited liability as regards the services provided by the employee.
  - x Provide contractual services to protect the financial and academic interests of the Institute and the employee.
  - x Prepare and issue invoices and collect payment.
  - x Arrange to carry out the services.



