



Sprink

Policies for the whole of the Sprink Organisation

January 2022



To note:

The policies in this document apply to all parts of the Sprink Organisation.

Our policies are reviewed and updated quarterly, reflecting that Sprink and the current Global Centres are in the process of being established.



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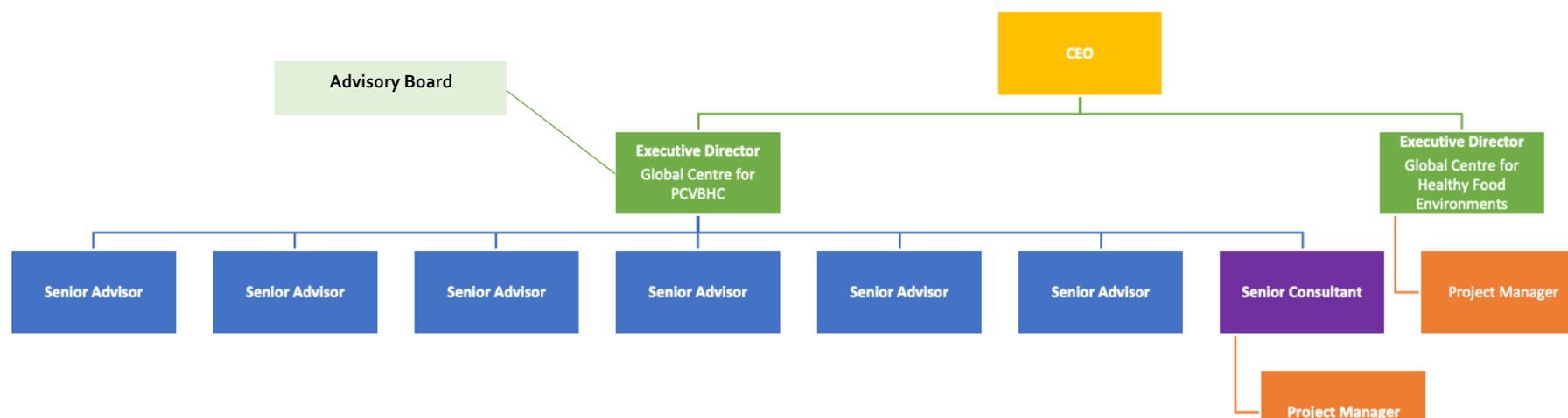


1.0 Decision Making

- Sprink has a Management Team which is led by the CEO.
- The CEO has ultimate accountability for the delivery of Sprink's Strategy.
- Each Global Centre has an Executive Director who is responsible for developing and implementing the strategy for each Centre.
- Each Executive Director sits on the Sprink Management Team and requires that the CEO approves their Centre strategy prior to implementation.
- Each Centre has a team of Senior Advisors who work with the Executive Director to develop the strategy and to plan the implementation of the strategy.
- Supporting Partners and Members of the Centre can give ideas for specific projects and activities that the Centre might undertake. These ideas should be given to the Supporting Partner/Member Relationship Manager. It is then for the Executive Director and team of Senior Advisors to decide how to address the idea(s).



2.0 Structure



Notes

- The CEO is currently performing the role of the Executive Director of the two Centres. During 2022, it is the goal to identify Executive Directors for the two Centres.
- The Senior Advisors provide strategic advice and targeted operational support.
- The Senior Consultant has discrete operational responsibilities.
- The Project Manager for the two Centres is the same individual for 2022.
- The Global Centre for PCVBHC is at a more advanced stage than the Global Centre for Healthy Food Environments. During 2022 and 2023, it is expected that an Advisory Board and a team of Senior Advisors will be brought together for the Global Centre for Healthy Food Environments.



3.0 Oversight

- Sprink's financial statements are prepared annually by Sprink's accountants (Lubbock Fine LLP) and submitted to Companies House in the UK.
- Sprink undergoes an external audit by the accountants.
- Both the financial statements and the audit report are published on the Sprink website.



4.0 Conflicts of Interest

Senior Advisors

- Senior Advisors work with the relevant Centre Executive Director to develop the Centre's strategy. Senior Advisors also support discrete operational activities, according to their specific expertise.
- Senior Advisors must complete a Declaration of Interest (DoI) form, which covers the following:
 - Planned, pending or issued patents broadly relevant to the activity of the Centre.
 - Financial relationships including: employment, grants, personal fees, shares/stock options, non-financial support.
 - Any other relationships or activities that could influence or could be perceived to influence their work at the Centre.
- The completed DoI form will be published on the Sprink website for all Senior Advisors.
- Senior Advisors must submit an updated DoI form should their interests change. Regardless, Senior Advisors submit a new DoI form annually.
- The relevant Centre Executive Director and team of Senior Advisors determines whether an actual or perceived conflict of interest exists and the course of action to resolve the conflict.
- If a Senior Advisor has a relationship with another organisation/other organisations, as declared on their DoI form, they must:
 - Declare their relationship with Sprink and the relevant Global Centre to their other relationship(s).
 - Not advocate for Sprink or the relevant Centre in any way with the other organisation(s) with which they have a relationship.
- If it transpires that an organisation with which a Senior Advisor has a relationship, as declared on their DoI form, is interested in partnering/working with the Global Centre, the Executive Director will declare to that organisation, the relationship that the Global Centre has with the specific Senior Advisor(s). The Global Centre reserves the right to change the relationship with the Senior Advisor(s) to ensure no conflicts of interest (actual or perceived) arise.

Consultants



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- Consultants support discrete operational activities, according to their specific expertise.
- Consultants must complete a Declaration of Interest (DoI) form, which covers the following:
 - Planned, pending or issued patents broadly relevant to the activity of the Centre.
 - Financial relationships including: employment, grants, personal fees, shares/stock options, non-financial support.
 - Any other relationships or activities that could influence or could be perceived to influence their work at the Centre.
- The completed DoI form will be published on the Sprink website for all Consultants.
- Consultants must submit an updated DoI form should their interests change. Regardless, Consultants submit a new DoI form annually.
- The Centre Executive Director and team of Senior Advisors determines whether an actual or perceived conflict of interest exists and the course of action to resolve the conflict.
- If a Consultant has a relationship with another organisation/other organisations, as declared on their DoI form, they must:
 - Declare their relationship with the Global Centre to their other relationships.
 - Not advocate for the Centre in any way with the other organisation(s) with which they have a relationship.
- If it transpires that an organisation with which a Consultant has a relationship, as declared on their DoI form, is interested in partnering/working with the Global Centre, the Executive Director will declare to that organisation, the relationship that the Global Centre has with the specific Consultant(s). The Global Centre reserves the right to change the relationship with the Consultant(s) to ensure no conflicts of interest (actual or perceived) arise.

Employees

- As part of their contracting process, employees must complete a Declaration of Interest (DoI) form, which covers the following:
 - Planned, pending or issued patents broadly relevant to the activity of the Centre.
 - Financial relationships including: employment, grants, personal fees, shares/stock options, non-financial support.
 - Any other relationships or activities that could influence or could be perceived to influence their work at the Centre.



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- The DoI form will be published on the Sprink website for all employees.
- Employees must submit an updated DoI form should their interests change. Regardless, employees submit a new DoI form annually.
- The Centre Executive Director and team of Senior Advisors determines whether an actual or perceived conflict of interest exists and the course of action to resolve the conflict.
- If an employee has a relationship with another organisation/other organisations, as declared on their DoI form, they must:
 - Declare their relationship with the Global Centre to their other relationships.
 - Not advocate for the Centre in any way with the other organisation(s) with which they have a relationship.
- If it transpires that an organisation with which an employee has a relationship, as declared on their DoI form, is interested in partnering/working with the Global Centre, the Executive Director will declare to that organisation, the relationship that the Global Centre has with the specific Consultant(s). The Global Centre and the employee will then need to work together to determine the best course of action to ensure no conflicts of interest (actual or perceived) arise.



5.0 Working with Supporting Partners and Members

Supporting Partners

- Supporting Partners commit GBP 50k (cash and/or the in-kind equivalent) per year for three years.
- Supporting Partners receive a suite of benefits for their contribution. These include:
 - Membership of the Advisory Board, providing input into the development of the Centre.
 - Annual workshop for the Partner's organisation on the principles and application of PCVBHC.
 - Opportunity to engage in all of the Centre activities.
 - 15 free passes for the virtual education programme.
 - 15 free passes for the annual meeting.
 - Networking events throughout the year.
 - Lifetime 25% fee reduction for the Centre's bespoke services.
- Each Supporting Partner has a dedicated Relationship Manager.
- Each Supporting Partner has one seat on the Advisory Board. This is the forum through which Supporting Partners can give input into the development of the Centre.
- Outside of the Advisory Board, Supporting Partners can also put forward ideas for projects that the Centre might undertake. Such ideas should be given to their Relationship Manager.
- The Relationship Manager will then be invited to discuss this with the Executive Director and Senior Advisors to take a decision on how to respond to the proposal.
- The financial/in-kind contribution of all Supporting Partners is declared transparently on the Sprink website.

Members

- There are three membership categories, with associated financial commitments:
 - Bronze – GBP 15k/year (cash and/or the in-kind equivalent).
 - Silver – GBP 30k/year (cash and/or the in-kind equivalent).
 - Gold – GBP 50k/year (cash and/or the in-kind equivalent).
- Members receive a suite of benefits for their contribution. These include:
 - Bronze
 - Opportunity to engage in all of the Centre activities.



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- Invitation to networking events throughout the year.
- Silver
 - Opportunity to engage in all of the Centre activities.
 - 5 free passes for the annual meeting.
 - 5 free passes for the virtual education programme.
 - Invitation to networking events throughout the year.
- Gold
 - Opportunity to engage in all of the Centre activities.
 - 10 free passes for the annual meeting.
 - 10 free passes for the virtual education programme.
 - 1 workshop for the member's organisational leadership team.
 - Invitation to networking events throughout the year.
 - 15% fee reduction for the Centre's bespoke services for the period of membership.
- Each Member has a dedicated Relationship Manager.
- Members can put forward ideas for projects that the Centre might undertake. Such ideas should be given to their Relationship Manager.
- The Relationship Manager will then be invited to discuss this with the Executive Director and Senior Advisors to take a decision on how to respond to the proposal.
- The financial/in-kind contribution of all Members is declared transparently on the Sprink website.



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6.0 Providing Bespoke Services

- Through each of the Global Centres, Sprink provides bespoke services that support the development of Person-Centred Value-Based Health Care and Healthy Food Environments.
- To respect the confidentiality of our clients, we neither publish the names of the organisations for which we provide bespoke services nor the fee paid for the service(s).
- Organisations for which we are providing a service are not formally invited to give input into the strategic development of the Global Centres. If input is provided during the course of a project, then this should be raised through the normal channels.
Specifically:
 - The Relationship Manager/Project Lead would be invited to a meeting with the Executive Director and Senior Advisors to outline the proposal. A decision would be taken on the proposal and the feedback to provide to the client.
- Supporting Partners and Members of the Global Centres can also purchase bespoke services on top of their membership.



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7.0 Financial Declarations

- All interests (financial or otherwise) must be declared by all directors, employees, consultants and advisors via the Declaration of Interest (DoI) form.
- Each DoI form is published on the Sprink website for interested parties to view.
- The financial sums provided to the Global Centres, in line with the Supporting Partner/Member status, are declared transparently on the Sprink website.



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8.0 Gifts, Travel and Entertainment

Gifts

- As a general rule, Sprink directors, employees, consultants and advisors may not accept gifts from suppliers, customers or other business associates.
- Sprink recognises that in some rare cases it may be customary for suppliers, customers or other business associates to give small gifts. In these cases, Sprink directors, employees, consultants and advisors should discuss the specific case with their line manager who will advise on the best course of action.
- Sprink employees, consultants and advisors must not give gifts to suppliers, customers or other business associates.

Entertainment

- Sprink recognises that business entertainment can support developing relationships between business associates.
- Sprink directors, employees, consultants and advisors may accept business entertainment providing it is for legitimate business purposes like enhancing relationships.
- Such entertainment should be:
 - Infrequent.
 - Not given to obtain or retain business.
 - At a business appropriate venue.
 - Related to a legitimate business purpose e.g. attending a dinner with an existing business associate.
- Sprink directors, employees, consultants and advisors may provide business entertainment for legitimate business purposes. Such entertainment should be:
 - Infrequent
 - Not given to obtain or retain business
 - At a business appropriate venue
 - Related to a legitimate business purpose e.g. attending a dinner with an existing business associate
- If you are in any doubt then please discuss with your line manager.



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Travel

- Offers to pay for travel outside of a contracted piece of work (e.g. to attend a conference) should be discussed with your line manager. Specific considerations:
 - The purpose of the travel should be business-related.
 - The itinerary should minimise side trips.
- There should be absolutely no expectation that providing travel will increase the likelihood of business being awarded.
- Sprink does not provide travel for suppliers, customers or business associates outside of clearly documented contractual commitments.



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To note:

New policies to be added in Q1, 2022.

- Research Methodology.
- Data management.