

CONFLICT OF INTEREST POLICY

1.0 SCOPE

- 1.1 This policy applies to all Awarding Organisation qualifications e.g. VRQ's, NVQ's and SVQ's, Frameworks and Standards

2.0 POLICY STATEMENT

- 2.1 MRG aims to ensure that all works carried out by staff and third parties who are providing services do so with the utmost integrity and professionalism, which includes the avoidance of situations to actual or potential conflicts of interest. This policy is to ensure that work carried out is independent, fair and free from bias. All persons who this policy applies to must avoid putting themselves in a position where there is or may be a conflict between duties set out in their contract and their own private interests.

3.0 DEFINITIONS

- 3.1 A conflict of interest exists where: -
- 3.1.1 A situation in which the concerns or aims of two different parties are incompatible.
- 3.1.2 A personal relationship, whether declared or not may have an undue bearing on the legitimate decision-making process. This may include a close professional relationship, friendship or family relationship.
- 3.1.3 A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

4.0 CONFLICT OF INTEREST PROCESS

- 4.1 Where a tutor/assessor encounters an unexpected actual or perceived conflict of interest they should raise the matter with their direct line manager immediately, in any event before they conduct any activity affected by the conflict of interest.
- 4.2 Where a tutor/assessor discovers the existence of an actual or possible conflict of interest after the activity to which the conflict may apply has taken place, they must inform their direct line manager. The staff member will be asked to complete a record of the activity and the fact they were unaware of this at the time of any conflict of interest and provide details of when and how they became aware of the conflict.
- 4.3 In all cases of a conflict of interest the SLT must be informed to ensure the relevant checks and decisions have been made.

Ref No:	PY64	Originator:	Quality Manager
Section:	Quality Management	Reviewer	The Values Team
Date:	11/19	Approved:	SLT
Revision:	1.1	Page:	Page 1 of 1