



**NTIA**

## Conflict of Interest Policy

# Conflict of Interest Policy

Everyone associated with JIF Training Ltd should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of professionalism.

They should avoid situations where they, or the company, could be open to suspicion of dishonesty, and not put themselves in a position of conflict between their official role and private interest.

## 1.0 The Aim and Purpose:

- The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.
- The purpose of this policy is to provide guidance to staff on handling possible conflicts of interest that may arise whilst being employed by JIF Training Ltd. This policy applies to all JIF Training staff.

*This policy:*

1. Defines what is meant by conflict of interest
2. Sets out guidance to staff on the process for declaring a conflict of interest
3. Sets out guidance on handling possible conflicts of interest

## 2.0 What is a Conflict of Interest?

Conflicts of Interest are defined as situations in which staff may have the opportunity to influence business decisions in ways that could lead to personal gain or give improper advantage to members of their families or to associates. Conflicts of interest can arise in a variety of circumstances for example:

- An individual whose personal interests conflict with his/her professional position
- An employee who works for one company but who may have personal interests paid or unpaid, that compete with his/her employment
- A person who has a position of authority in one organisation that conflicts with his or her interests in another organisation
- A person who has conflicting responsibilities within the same organisation
- An employee with friends or relatives taking assessments or examinations
- No member of staff trains, assesses, or invigilates a candidate they have a personal interest in

## 3.0 Declaring a Conflict of Interest

We are asking staff to declare their interests, and any gifts or hospitality received in connection with their role. This should be done by disclosing the conflict to the relevant Manager **before** the activity is carried out.

Individuals should always disclose an activity if there is any doubt about whether it represents a conflict of interest.

If you are not sure what to declare, please err on the side of caution. If you would like to discuss this issue, please speak with the HR Manager.

#### 4.0 How to manage a Conflict of Interest

Below are some examples of ways in which a Conflict of Interest might be managed:

- Not taking part in discussions of certain matters
- Not taking part in decisions relating to certain matters
- Referring to others certain matters for decision
- Resolving not to act as a particular person's supervisor or line manager
- Resolving not to act as a particular persons Assessor or Invigilator
- Standing aside from any involvement in any particular project
- Temporarily suspending authorised consultancy work.

#### 5.0 Data Protection

The information provided will be processed in accordance with GDPR. Data will be processed only to ensure that staff acts in the best interests of JIF Training Ltd. The information provided will not be used for any other purpose.

#### 6.0 Review Procedure

The Conflict of Interest Policy will be reviewed annually.