



Conflict of Interest Policy

Introduction

As a College Freshart is required to have in place a conflict of interest policy that enables us to identify, manage and mitigate conflict of interest. All relevant staff and other individuals have a responsibility to be aware of the potential for a conflict of interest.

Purpose

The purpose of this policy is to protect our integrity as a business and the integrity of our qualifications. The policy is also designed to protect our staff by providing guidance on handling possible conflicts of interest that may arise as a result of Freshart's role as a College.

This policy:

- Defines what is meant by conflict of interest
- Describes the role of conflict of interest in the context of working with, or for, an awarding organization
- Sets out the responsibilities for managing conflict of interest at each level in the organisation.

This policy applies to all staff and other individuals who interact or potentially interact with the work of Freshart. This includes individuals involved with any aspects of the creation, marketing, sales, distribution, marking or any other activity connected with Freshart's qualifications, tests and assessments, and supporting resources and services.

The individuals falling within the scope of this policy include directors, employees, contractors, home workers, agency workers and any associate staff.

Definition of conflict of interest

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions if it is not properly managed.

Responsibilities:

Senior management

Managers in each Division are responsible for communicating the Conflict of Interest

Any potential or actual conflict of interest must be documented. The Principal of College must either resolve the issue. All records are required to be available for audit purposes.

Teaching Staff and other staff responsibility

- Individuals within Freshart have responsibility for ensuring that they are familiar with the Conflict of Interest Policy and any guidelines.
- All staff members will be required annually to read and understand the Conflict of Interest Policy.
- All individuals should disclose any activity that might give rise to a potential conflict of interest. If there is any doubt whether or not it represents a conflict of interest report it!
- An individual may wish to raise concerns relating to conflict of interest directly with the College Manager. This may be done in confidence and they are entitled to receive a response to their concerns.
- Any staff member considering paid or unpaid work outside Freshart should inform their manager if they think there is any potential for a conflict of interest. If the staff member is unsure whether a conflict of interest might arise, they should discuss this with the College manager first. The College manager will decide on whether a situation presents a conflict and a record should be kept of the discussion. A staff member must not take on any such activities that could be deemed to compete or conflict with Freshart's activities.
- Prior to each examination series all staff and other individuals, must inform the Principal of College of any candidates being entered for assessment and examinations, who are family members, other relatives or friends.

This policy will be reviewed every 12 months by the Principal of College