



CONFLICT OF INTEREST POLICY

This policy that enables The Garage to identify, manage and mitigate conflict of interest. All staff and other individuals have a responsibility to be aware of the potential for a conflict of interest.

Aim

The aim 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 our role in delivering courses.

Scope

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

The individuals falling within the scope of this policy include all staff employed by The Garage on full time, part time or casual basis or those engaged in a freelance capacity

Definition

- I. 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.
- II. Conflicts of interest can arise in a variety of circumstances for example:
 - a. When an individual has a position of authority in one organisation that conflicts with his or her interests in another organisation.
 - b. When an individual has interests that conflict with his or her professional position. Where someone works for or carries out work on The Garage's behalf but may have personal interests – paid or unpaid – in another business.
 - c. Where someone works for or carries out work on The Garage's behalf, who has friends or relatives taking assessments or examinations.

Action

The Garage will:

- Review our processes annually to ensure that all conflicts of interest or potential conflicts of interest are managed and resolved.
- Ensure that the contractual arrangements clearly set out any obligations on them to declare and manage conflicts of interest arising from other activities that they undertake.
- Ensure that anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content.
- Ensure that all members of staff declare any interest for friends or family sitting examinations.

Responsibilities

The ultimate responsibility for the Conflict of interest policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Board of Trustees.

The Head of Centre and Senior Leadership Team are responsible for communicating the Conflict of Interest Policy to all relevant individuals within their areas of responsibility annually.

All departments are required to review their procedures annually to ensure that they anticipate and manage potential or actual conflicts of interest. .

Line managers are responsible for ensuring that all new staff receive conflict of interest information.

All staff have responsibility for ensuring that they are familiar with the Conflict of Interest Policy, any guidelines and complete any required conflict of interest training. The most important feature of the policy is the requirement that an individual 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 it should be reported.

The individual and line manager are equally responsible for ensuring that the issue is documented carefully.

Any staff member considering paid or unpaid work outside of The Garage 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 their line manager first. The line manager should contact the Head of Centre if they need advice 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 The Garage activities.

Prior to each examination series all staff and other individuals, must inform the Head tutor of any candidates being entered for its examinations and other assessments, who are family members, other relatives or friends.

The Head of Centre is responsible for escalating reports of actual or potential conflicts of interest to an appropriate level within the business and, when necessary, to the Board of Trustees

The Head of Centre will begin an investigation of any issues identified within 48 hours. A preliminary report will be made available to the Board within 5 working days.

Signed: A. TAYLOR

Date: July 2017

Adam Taylor
Head of Centre

Review Date: July 2018