

# Conflict of Interest Policy

## 1. Introduction

In order to protect staff members and ABP from compromise, it is both necessary and helpful to settle a policy to deal with conflict of interest.

Where any ABP member has a conflict of interest, they have a duty to disclose it and take appropriate action.

The Conflict of Interest Policy applies to all ABP members, which include, but is not exhaustive to:

- Full time and part-time staff employed by ABP, and those engaged as a member of a subsidiary company of ABP.
- Someone affiliated to ABP, visiting academics and committee members.
- External members of any of ABP's committees.

## 2. Definitions

2.1 A conflict of interest may be perceived, potential or actual:

2.1.1 Perceived conflict of interest: where a reasonable person would consider a likely compromise;

2.1.2 Potential conflict of interest: a situation that may or could develop into an actual conflict of Interest.

2.2 Pecuniary Interests:

2.2.1 A staff has a pecuniary interest where there is a likelihood that there will be a financial gain to the member of staff.

2.3 Personal Interests:

2.3.1 A conflict of interest is where an ABP member has an interest which may compromise their obligation to ABP or to anybody with which ABP has a relationship, or where the ABP member has the opportunity to affect or influence a decision of ABP.

## 3. Procedures

Where the conflict of interest relates to an ABP member's role on an ABP Committee, in which aspects of the agenda may relate to the ABP member, the ABP member must disclose the conflict of interest to the Committee at the start of the meeting.

Where the ABP member is a Head of Department or Programme Leader, disclosure of conflicts of interest must be made in writing to the Chair of ABP's Governing Body; in accordance with procedures, a cause of action must be decided, signed and placed on record in the ABP member's personal file. Thereafter, it is the College member's responsibility to comply with the agreed cause of action. Should the Chair of ABP's Governing Body be placed in a conflict of interest situation he must disclose this to the rest of the members on the Governing Body.

Where a conflict of interest involves or concerns a learner registered with ABP, the ABP Member must specifically disclose such a conflict of interest.

### **Failure to Disclose a Conflict of Interest**

Where an ABP Member fails to disclose an interest, this may constitute misconduct, and may result in disciplinary action.

**Example of Conflict of Interest**

Where a member of the teaching staff is assessing a learner who is a family relation or there is a personal relationship between the parties.

Where a member is in a position to influence directly or indirectly ABP's business, research or other decisions that could lead to personal gain for them, their family or others.

Name of Employee				
Position				
Pecuniary Interests		Details of Interests		
Current employment/s				
Businesses (of which I am partner or sole proprietor)				
Company directorships				
Charity trusteeships				
Memberships of professional bodies, membership organizations, public bodies or special interest groups of which I am a member and have a position of general control or management				
Gifts or hospitality offered to you by external bodies while acting in your position as a staff and whether this was declined or accepted in the last 12 months				
Contracts offered by you for the supply of goods and/or services to ABP				
Any other conflict of interest				
Personal Interests	Name	Relationship with me	Organization	Nature of the Interest
Immediate family/close connections to learners/staff/partner institution/awarding body				
Company directorships or trusteeships of partner institution/awarding body				

I **Mr/Mrs/Ms/Dr** *(Please Tick)*.....**declare as a Staff/Lecturer/Director, that the information submitted above is accurate at the time of completion to the best of my knowledge.**

Signature	Date