

UK COLLEGE OF BUSINESS

Conflict of interest

1 Introduction

UK College of Business is an organization operating in the highly regulated field of education.

2 Purpose

The purpose of this policy is to provide guidance to relevant individuals on handling possible conflicts of interest that may arise as a result of college's role. This policy applies to all staff and other individuals.

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, a college.

Sets out the roles and responsibilities for managing conflict of interest.

3 Scope

The policy covers the whole of UK College of Business

The individuals falling within scope of this policy include directors, employees, contractors, home workers, agency workers and any associate staff, including assessment associates, verifiers/examiners and freelance staff.

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

4 Definition of conflict of interest

A conflict of interest is a situation in which an individual, or college, has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances in relation to college activity, for example: When an individual has a position of authority in one college which conflicts with his or her interests in another college

When an individual has personal interests that conflict with his/her professional position. Where someone works for or carries out work on College behalf, but who may have personal interests – paid or unpaid – in another business which either uses College products or services, or produces similar products.

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5 Roles and Responsibilities

1. All relevant staff and other individuals have a responsibility to be aware of the potential for a conflict of interest. It is likely that individuals working closely with College function will encounter potential conflicts of interest from time to time. Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on the standards of, or public confidence in, regulated units and qualifications.
2. The ultimate responsibility for the management of potential and actual conflicts of interest rests with the Management Committee.
3. Every individual within College has responsibility for ensuring that they are familiar with the Conflict of Interest Policy and any guidelines.
4. The most important feature of the policy is the requirement that an individual disclose any activity if there is any doubt whether or not it represents a conflict of interest: if in doubt, report it! The Principal is the person to be notified. The Principal will document the details for the attention of the Management Committee, which will then decide what action, if any to take. A report will be produced within five working days.
5. Any individual considering taking on additional paid work (on either an employed or self employed basis) or voluntary work outside College must seek the College's written agreement beforehand. An individual must not take on any such activities that could be deemed to compete or conflict with College activities.

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