

ACADEMY4PM

Conflict of Interest Policy

Effective From 1st May 2020

This Policy refers to both employees and learners

Document Control:

Date	Version	Chapter	Change
17 th May 2017	V1	All	Baseline Academy4PM Conflict of Interest Policy
24 th April 2020	V2	All	Standardisation and Review by Ceri Hartnell
24 th April 2020	V2	All	Review – waiting for approval by Executive Director
1 st May 2020	V2	All	Approved by Joseph Alba – Executive Director

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Definition

A 'conflict of interest' arises when the best interests of an individual are, or could be, different from the best interests of the Organisation itself. This may be something that affects the individual directly, or indirectly, through a family member or friend or business partner.

Statement of Intent

Academy4PM is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the Organisation.

Policy

It is the policy of Academy4PM to:

- Ensure every individual understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect decision making.

Procedure

When an individual identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it
- Ensure it is entered in the conflict of interest register (ongoing conflicts), and/or minuted in the appropriate board papers (one-off conflicts).
- Not take part in any board discussions relating to the matter.
- Not take part in any decision making related to the matter.
- Not be counted in the quorum for decision making related to the matter.

In the interests of frank and open discussion, an individual affected by a conflict of interest must leave the room while related discussion/decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict
- That the individual left the room, or the reason they were asked to stay.
- That the individual took no part in discussion or decision making on the matter.
- That the meeting was quorate (not counting the affected individual)
- Any other actions taken to manage the conflict

If an individual is unsure what to declare, they should err on the side of caution and open a dialogue with senior management.

Policy Review

This policy and the arrangements for its implementation will be reviewed by the Head of Academy4PM in conjunction with staff and, where appropriate, Learners and Employers on a regular basis.