

CONFLICT OF INTEREST POLICY

Introduction

In keeping with its aims and purposes, TICA/IETTTL encourages the closest liaison between its staff and industry, professional bodies, Government departments, partnerships, membership of official organisations.

TICA/IETTTL is committed to maintaining the highest standards and conducts its business in accordance with best practice in Further Education corporate governance. Everyone associated with TICA/IETTTL should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of propriety and professionalism. They should avoid situations where they, or TICA/IETTTL, could be open to suspicion of dishonesty, and not put themselves in a position of conflict between their various activities.

This policy explains what TICA/IETTTL views as a Conflict of Interest and the procedure to follow where the possibility of a Conflict of Interest arising exists.

Scope and Definitions

The term TICA/IETTTL refers to Thermal Insulation Contractors Association and IETTTL.

This Policy applies to any TICA/IETTTL Staff Member, Assessor or External Consultant.

This Policy applies whenever a TICA/IETTTL Staff Member, Assessor or External Consultant recognises, or should reasonably recognise, that a Conflict of Interest may arise from their activities.

Determining a Conflict of Interest

A Conflict of Interest is a situation in which a TICA/IETTTL Staff Member, Assessor or External Consultant has an Interest (defined below) which may compromise that TICA/IETTTL Staff Member, Assessor or External Consultant's obligations to TICA/IETTTL or to any other body with which TICA/IETTTL has a relationship (for example a funding body or awarding body or End Point Assessment Candidate). A Conflict of Interest includes perceived and potential as well as actual conflicts of interest. A *perceived* conflict of interest is one which a reasonable person would consider likely to compromise objectivity. A *potential* conflict of interest is a situation which could develop into an actual or perceived conflict of interest.

An Interest is a financial or non-financial interest to the TICA/IETTTL Staff Member, Assessor or External Consultant, or to a Connected Person (defined below). A *financial interest* refers to anything of monetary value including but not limited to pay, commission, consultancy, equity interest, forgiveness of debt, property, licensing income, and honoraria. A *non-financial interest* refers to any non-financial benefit or

advantage including but not limited to enhancement of a TICA/IETTL Staff Member, Assessor or External Consultant or Connected Person's career, education or professional reputation, access to privileged information or facilities and property, or Intellectual Property Rights.

A Connected Person is anyone with whom the TICA/IETTL Staff Member, Assessor or External Consultant has a relationship which is likely to appear, to a reasonable person, to influence the TICA/IETTL Staff Member, Assessor or External Consultant's objectivity.

Policy statement

If a TICA/IETTL Staff Member, Assessor or External Consultant has a Conflict of Interest (actual, perceived or potential), they have a duty to disclose it and to take such actions as may be appropriate, as set out under the procedure below. This duty of disclosure applies to the perception of the situation as well as the actual existence of a Conflict of Interest – suspicion may arise even when a TICA/IETTL Staff Member, Assessor or External Consultant acts with complete neutrality and professional integrity. The existence of this Policy is not in any way intended to question the integrity of the TICA/IETTL Staff Member, Assessor or External Consultant, but is necessary to protect them and TICA/IETTL from reputational damage or other liabilities.

Procedure

Procedure for Disclosing Conflict of Interests

For all Conflicts of Interests the TICA/IETTL Staff Member, Assessor or External Consultant should make disclosures in writing to their line manager as soon as the Conflict of Interest arises.

Where the Conflict of Interest concerns or affects a learner registered with TICA/IETTL, the TICA/IETTL Staff Member, Assessor or External Consultant should specifically refer to this in their disclosure.

Failure to disclose

Failure to seek approval for and/or disclose complete and accurate information on Interests, or to appropriately manage a Conflict of Interest as agreed may constitute misconduct and result in disciplinary action being taken by TICA/IETTL.

Examples of Conflicts of Interest

Staff Supervision and teaching

- You have a close personal or familial relationship with a student or their family and are marking a piece of assessed work by the student.

- You are a member of teaching staff and accept a gift from a student prior to an exam/assessment and fail to disclose it.
- The EPA candidate is employed by the Assessor.
- The EPA candidate was formerly employed by the Assessor.

Document retention

- All documentation relating to a Conflict of Interest will be retained for 1 year after the completion of the qualification in question or any other type of Conflict of Interest.

Approved by TICA/IETTL CEO

Signed

Date

The policy will be reviewed on an annual basis