



Conflict of Interest Policy

| Version 1.0 |

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1. Introduction

1.1 This policy outlines the procedures for identifying, disclosing, and managing Conflicts of Interest (COI) within Staff Power Training (SPT). This policy aims to ensure that all activities and decisions are conducted with integrity, transparency, and in the best interests of our learners and stakeholders.

2. Scope

2.1 This policy applies to all employees, contractors, volunteers, and associates of SPT who are involved in the delivery, administration, and support of training programs.

3. Definitions

3.1 Conflict of Interest (COI): A situation where an individual's personal, financial, or other interests could improperly influence or appear to influence their professional judgment and actions.

3.2 Disclosure: The act of reporting a potential or actual COI to the appropriate authority within the organization.

4. Process

4.1 Identification of Conflicts of Interest

All individuals covered by this policy are responsible for identifying situations where their personal, financial, or other interests may conflict with their duties and responsibilities. Examples of COIs include, but are not limited to:

- *Personal relationships with learners or other staff members that could affect impartiality.*
- *Financial interests in the success or failure of a training program or assessment.*
- *Holding multiple roles that could create bias.*

4.2 Disclosure of Conflicts of Interest

Individuals must disclose any potential or actual COIs as soon as they become aware of them. Disclosures should be made in writing and emailed to quality@staffpowergroup.com and submitted to the Head of Quality & Curriculum.

4.3 Review and Management of Conflicts of Interest

Upon receiving a disclosure, the Head of Quality & Curriculum will:

- *Review the disclosure to determine the nature and extent of the conflict.*
- *Discuss the situation with the individual involved to gather additional information if necessary.*
- *Decide on the appropriate action to manage or resolve the conflict.*
- *Reassigning duties to remove the conflict.*
- *Implementing additional oversight or review mechanisms.*
- *Recusing the individual from decision-making processes related to the conflict.*

- *Document the decision and any actions taken in the Conflict-of-Interest Register.*

5. Training and Education

5.1 SPT will provide regular training to all staff on identifying, disclosing, and managing COIs. This training will include examples of common COIs and guidance on the disclosure process.

6. Confidentiality

6.1 All disclosures and related discussions will be treated confidentially to the extent possible, consistent with the need to review and address the conflict.

7. Accountability

7.1 Individuals who fail to disclose a COI or comply with the management plan may face disciplinary action, up to and including termination of employment or contract.

8. Responsibilities

8.1 Employees and Associates: Responsible for identifying and disclosing COIs.

8.2 Head of Quality & Curriculum: Responsible for reviewing disclosures, determining appropriate actions, and maintaining records.

8.3 Management: Responsible for ensuring compliance with this policy and supporting a culture of integrity and transparency.

9. Policy Review

9.1 This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any related incidents.