

## Conflict of Interest Policy

### **Purpose**

The purpose of this policy is to provide guidance to all individuals involved in the administration and delivery of learning provided by Floorskills Limited.

### **Introduction**

All employees and other individuals have a responsibility to be aware of the potential for a conflict of interest. Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on the organisation, its employees or its learners.

### **Responsibilities**

Every individual involved in the administration teaching, learning and assessment of learners has a responsibility for ensuring they declare their conflict of interest. This includes witness statements of learners, managers, supervisors and peers or invigilators of exams.

### **Examples of Conflict of Interest: -**

- Learners who are family or friends
- Learners who are other work colleagues
- Learners who are senior managers of the organisation
- Employers who are related to learners

These examples are not exhaustive

The Quality team has overall responsibility for ensuring that all individuals who are involved in learners learning journey have been informed of this policy. They will also keep all records where a conflict of interest has been declared and inform the relevant awarding organisation of any such conflicts.

### **Process**

Where a conflict of interest has been identified the following form must be completed –  
Appendix 1

## Appendix 1 – Conflict of Interest

Name	
Employer	
Name of Learner	
Relationship to Learner	
How will the conflict of interest be managed?	
Signed:	
Date:	