



## Conflict of Interest Policy

<b>Designation number</b>	LC042	<b>Title</b>	Conflict of Interest Policy
<b>Current Version number</b>	August 2023 v1	<b>Review date</b>	August 2024
<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	Staff Handbook Data Protection Policy Equality and Diversity Policy Complaints Policy Grievance Procedures

### 1. Aim of the Policy:

- 1.1. Conflicts of interest may arise where an individual's personal or family interests and/or loyalties conflict with those of the College. These interests may be academic, financial or emotional. Such conflicts may create problems, as they can: "
- 1.1.1. inhibit free discussion;"
  - 1.1.2. result in decisions, or actions, that are not in the best interests of the College;"
  - 1.1.3. risk the impression that the College has acted improperly."
- 1.2. The aim of this policy is to protect the College and the individuals concerned from any appearance of impropriety. "

### 2. Contracts and Agreements:

- 2.1. Staff have an obligation to disclose in writing to a responsible person associated with the contract or agreement that they believe that a conflict of interest does or could exist in respect of their involvement in the contract oÄ Ä st such that it could appear to a reasonable observer that negotiations are biased, the staff member should disclose that interest."

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### **3. Management and Supervisory Roles:**

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3.1. Staff members who hold a line management or supervisory role have an obligation to make a disclosure in all cases where they find themselves involved in: "

- (a) the recruitment, selection, or appointment of an applicant; or
- (b) the appraisal, promotion, discipline, or other management activity of a staff member; or
- (c) the authorisation of any financial payments (e.g. time sheets, expenses claims, salary changes) for a staff member with whom they have a personal relationship, or who is known to them privately through their commercial interest, or whose known religious/ethical views or strong personal values may be perceived to be in conflict with their own.

3.2. Disclosure must be made in all cases except where there has been pre-authorisation by the Principal or the Principal's nominee. "

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6.1.3.