



NORTHERN TRAINING P A R T N E R S H I P

CONFLICT OF INTEREST POLICY reviewed by G. Davidson 2020

Definition

A conflict of interest is defined as an actual or perceived interest by a staff or organisation member in an action that results in, or has the appearance of resulting in, personal, organisational or professional gain. A conflict of interest occurs when a staff member has a direct or perceived interest in another relationship.

The definition of a conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the organisation group.

Employee Responsibilities

It is in the interest of Northern Training Partnership Ltd and individual staff to strengthen trust and confidence in each other and to expedite the resolution of problems, to mitigate the effect and to minimise organisational and individual stress that can be caused by a conflict of interest.

Employees are to avoid any conflict of interest, or the appearance of a conflict of interest. The appearance of a conflict of interest can cause embarrassment or jeopardise the credibility of the organisation. All potential conflicts of interest must be reported immediately. To the Head of Training who in turn reports directly to the Senior Officer responsible for compliance with standards and qualifications. The Senior Officer then implements the process of mitigating the effects of conflict of interests.

Employees are to maintain independence and objectivity with all clients and organisations and must maintain a sense of fairness, civility, ethics and personal integrity even though law, regulation or custom may not require them.

Acceptance of gifts

Employees, their immediate family or any other member of the organisation are prohibited from accepting gifts, money or gratuities from any person, organisation or other group that may receive or seek to receive services from Northern Training Partnership Ltd.

Declaration of interests

All facilitation, assessment, moderation and managerial staff and associates of NTP must declare any interests in the development, delivery and assessment of any qualification offered by the organisation at the earliest practicable point. Any interests which may jeopardise the outcome of the award of qualification and or certification or damage the integrity and reputation of the organisation must be reported to the Head of Training immediately. Any person found to be in breach of this agreement will be subject to NTP disciplinary procedures. All facilitation, assessment, moderation, managerial staff and associates of NTP must sign the conditions of contract document before engaging in the delivery or assessment of qualifications and or courses.