

Conflict of Interest Policy

Introduction

The purpose of this policy is to provide guidance to relevant individuals on handling possible conflicts of interest. Outlining our intention to identify and monitor all potential or actual conflicts of interest that may affect the employee, associates, instructors, candidates, and business.

It is the responsibility of everyone associated with Osborne Training Services (OTS) functions to recognise situations in which they have a conflict of interest, or situations that may affect others.

Full disclosure should be made at the earliest opportunity to either line management or HR department. All claims will be fully investigated, any individual working for OTS found breaking this policy be treated as gross misconduct.

Where any member associated with OTS believe there has been a breach of this policy, or if any unforeseen events arise, they are to notify HR immediately and an investigation will be carried out.

Conflict of interest interview will be performed by HR with the affected person and the minutes recorded. A report of the investigation will be completed and held in the OTS database.

When all information relating to the conflicts of interest case is completed this will be evaluated by senior management to identify if any further action is required. The written report will be updated with any further actions if required.

Conflict of Interest

A conflict of interest occurs when an individual's personal interests could compromise their judgement, decisions, or actions in the workplace.

Potential interests can be grouped into 4 types:

Direct Interests: Individuals own personal self-interest.

Indirect Interests: Associates of the individual benefit.

Financial Interests: Involves a gain or loss of money.

Non-Financial Interests: Relationships or other potential sources of bias.

It is not possible to provide a definitive list of examples that could comprise individuals or the business.

However, the following situations could lead to perceived or actual conflicts of interest. The existence of such interests, as those above does not necessarily imply conflict, but is likely to give the appearance:

- Personal, Business or Commercial interests linked to Osborne Training Services that may affect personal judgement.
- Mutually beneficial arrangements that compromises an individual's ability to make reliable or professional decisions.

- Personal relationships with family members or friends that could influence decision making.
- Tutors and assessors working outside of the Osborne Training Services that are in direct competition with them.

Review

This policy will be reviewed on a bi-annual basis or if an instance arises during the investigation to ensure fit for purpose.