Conflict of Interest Policy
Presented by: **Innovate Learning Centre CIC**

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1.0 Introduction

1.1 Context

Innovate Learning Centre encourages professionalism and ethical integrity in all operations. Conflicts of interest are not inherently wrong but must be managed transparently.

1.2 Purpose

To provide guidance on identifying, declaring, and managing conflicts of interest to maintain institutional integrity.

2.0 Scope

2.1 Applicability

Applies to all staff, committee members, and students when acting in official roles.

2.2 Types of Conflicts

Includes personal, financial, political, or ethical situations that could impair impartial judgment.

3.0 Identifying Conflicts

3.1 Examples

Financial gain, personal relationships, or external commitments that may influence professional decisions.

3.2 Guidelines

Staff must avoid obligations that compromise integrity and must disclose relationships or benefits.

4.0 Managing Conflicts

4.1 Declaration

Staff must disclose actual or perceived conflicts to their Head of Department or SMT.

4.2 Register

Senior staff must list declared interests in a formal register; managed and reviewed regularly.

4.3 Decision Making

If conflicted, individuals must recuse themselves from decisions or committee votes.

5.0 Conflict Examples

5.1 Financial

Receiving payment or benefits from an external entity involved with the Centre.

5.2 Personal

Relationships affecting hiring, assessment, or policy enforcement.

5.3 Political

Involvement in activities that may bias professional decisions or bring reputational risk.

6.0 Mitigation Process

6.1 Escalation

Unresolved issues are referred to the Principal for final judgment.

6.2 Documentation

All conflict disclosures and outcomes must be documented and retained for audit.

7.0 Gifts & Hospitality

7.1 Policy Link

All staff must refer to Innovate's Gifts & Hospitality Policy to understand acceptable practices.

8.0 Personal Relationships

8.1 Risk Areas

Romantic or family relationships within teaching or assessment contexts must be declared.

8.2 Action

Staff may need to withdraw from student oversight or related responsibilities to avoid bias.

9.0 Further Support

9.1 Confidential Advice

Staff or students unsure of their situation may speak confidentially to their Head of Department or the Principal.