



CONFLICT OF INTEREST POLICY (MHR)

Purpose

The purpose of this policy is to provide guidance to relevant individuals on handling possible conflicts of interest that may arise at the MHR as training and Education provider, assessor and moderator of accredited units and qualifications.

This policy applies to all staff and other individuals whenever they interact or potentially interact with any of the MHR's operations.

This policy:

- Defines what is meant by conflict of interest sets out the roles and responsibilities for managing conflict of interest
- Illustrations of potential conflict of interest situations.

Scope

It is the policy of the MHR that Tutors, Assessors and Internal Verifiers acting on behalf of the MHR must be free from conflicts of interest that could adversely affect their judgment or objectivity to the organisation in conducting business activities and assignments.

MHR recognises that tutors and assessors may take part in legitimate financial, business, charitable and other activities outside of their recognised roles at the MHR, but any potential conflict of interest raised by those activities must be acknowledged, disclosed, and in relevant cases properly managed.

It is the responsibility of each individual to recognise situations in which they have a conflict of interest, or might reasonably be seen by others to have a conflict; to disclose this conflict and to take such further steps as may be appropriate and set out in more detail under the procedure below.

Definition of conflict of interest

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances in relation to awarding organisation activity, for example:



- Where both the delivery of training and the assessment of candidates are carried out by the Centre.
- When an individual connected with the Centre has a pre-existing business relationship with an organisation for whom the Centre is delivering training.
- Where someone who works for or carries out work on behalf of the Centre has friends or relatives who wish to take a course, assessment or examination under the control of the Centre.
- Where someone who works for or carries our work on behalf of the Centre has a separate business relationship who an individual who wishes to take a course, assessment or examination under the control of the Centre.
- When an individual connected with the Centre has a separate professional interest in the outcome of an assessment of a candidate or group of candidates.

Roles and responsibilities

All relevant staff undertaking assessment ('assessors'), moderation ('moderators' or 'verifiers') 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 standards of the MHR and its awarding and inspecting bodies as well as public confidence.

It is the duty of all tutors and assessors to disclose any actual or potential conflict of interest, to their line managers or the Director, in writing. The information submitted is then evaluated to identify if any further action is required and a written record of the outcome of the evaluation is kept and a copy will be provided to the concerned individuals.

If the individual concerned has any changes to their declared circumstances, they must inform their line manager immediately in writing, so that the conflict of interest can be evaluated, and the register updated.