

Statement on Conflict of Interest

Document Control

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Policy Owners	Service Manager Skills Development Manager
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This statement exists to ensure personal gain is not sought or achieved by staff or other parties working for, or on behalf of, Learn Harrow.

Learn Harrow wishes to protect its reputation as an impartial organisation that works with professional integrity.

The list of staff to whom this statement applies includes, but is not limited to:

- Training and assessing staff
- Quality Assurance staff
- Administrative Staff
- Managers and Senior Managers
- Trustees, Board Members or Consultants if applicable
- Employers
- Funders

This statement seeks to clarify the situations under which a conflict of interest may arise and a code of conduct giving guidance on how those concerned should act.

Such situations may include, but are not limited to:

- Having a financial interest in partners, employers, agencies and partners with whom ASD works
- Completing work for other training organisations offering similar courses, or in the same geographic area
- Referring learners to courses, or employers for personal financial gain, including gifts and unofficial payments
- Accepting gifts for enrolment, assessing or quality assurance work carried out
- Using the company's resources, time or equipment for company gain
- Using intellectual property belonging to ASD for business or personal gain
- Holding a personal relationship with another member of staff, learner or business where this may result in more favourable treatment
- Payment to influence a vote or outcome

Where the person is in a position where they think there may be a conflict of interest, they should contact the Director at the earliest available opportunity. They should, in the meantime, cease all activities and transactions that may be constituted as a conflict of interest.

Not all financial arrangements are necessarily conflicts of interest, and the final decision on the situation rests with the company Director.

If the conflict of interest is not declared, the relevant party will be given the opportunity to explain the situation. Learn Harrow reserves the right to take disciplinary action should a satisfactory explanation not be forthcoming