



PRO PERFORMANCE TRAINING LTD **CONFLICTS OF INTEREST POLICY**

Overview

These procedures apply to all Pro Performance Training LTD qualifications. Course tutors/students must inform Pro Performance Training LTD of any suspected or alleged conflict of interest.

As an employer, Pro Performance Training Ltd starts from a position of trusting the professionalism of the staff it employs, and this trust underlies any attempt to handle questions which raise potential conflicts of interest. Yet the damage to the reputations of individuals and the company caused by conflicts of interest could be considerable, e.g. where doubt is cast on the validity of an individual's qualification, assessment procedure or certification owing to the tutor being a relative of the candidate.

In order to protect individual staff members and Pro Performance Training Ltd from compromise, it is both necessary and helpful to settle a policy to deal with Conflicts of Interest.

Conflicts of interest could arise in many circumstances and it is not possible to provide a single definition to cover them all. A conflict of interest may be defined as including:

'a conflict between the official responsibilities of a person in a position of trust and any other interests the particular individual may have, e.g. where the individual could be seen to be influencing education matters for actual or potential personal benefit, or seeking such a gain at the expense of the company'.

The press illustration, above, highlights another important issue. The definition is not restricted to those cases in which an individual *actually* betrays that trust; it can be just as damaging for the conflict to exist or *appear* to exist. It should be emphasised that Pro Performance Training Ltd's policy on conflicts of interest does not imply any lack of trust in, or loyalty of colleagues.



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Rather, it is a mechanism for protecting company employees against criticism or compromise by ensuring that they recognise and disclose such conflict situations and take steps to avoid and manage them.

Should any member of Pro Performance Training Ltd staff feel they are in a position giving rise to an actual or potential conflict of interest, they must contact the Director of Education as a matter of urgency. Appropriate steps will then be taken to deal with the conflict of interest situation in line with the Conflicts of Interest Policy.

In summary, the Conflicts of Interest Policy provides for a three-fold approach:

- Disclose always
- Manage the conflict in most cases
- Prohibit the activity when necessary to protect the public interest or the interests of the company