

Conflict of Interest Policy

Approved	August 2024
Review by	August 2025
Approved by	CE Gavaghan (CEO)

All staff, and management team members of Derwent Training Association (Derwent Training) will strive to avoid any conflict of interest between the interests of the organization on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the organization's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of staff and management team members.

Examples of conflicts of interest may include:

- 1 A staff member who is related a student, employer, or other stakeholder, who could be influential in decision making.
- 3 A staff member who is also an employee of another organisation that is also offering apprenticeships and other training similar to Derwent Training.
- 4 A staff member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each staff member will make a full, written disclosure of interests, such as family relationships, or posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, staff members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the staff member's best interests or a conflict between the best interests of two organisations that the staff member is involved with.

After disclosure, it is understood that the member of staff will be asked to leave the room for the discussion and will not be able to take part in the decision.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, and management team members should respect its spirit as well as its wording.

This policy to be reviewed annually