

Conflict of Interest Procedure & Form

ICEP Europe recognises the importance of maintaining transparency and integrity in all its activities and relationships. This Conflict of Interest procedure aims to identify, manage, and resolve actual, potential, or perceived conflicts that may arise among employees, consultants, external advisors, external examiners and individuals associated with ICEP Europe.

Definition of Conflict of Interest:

A conflict of interest arises when an individual's personal or financial interests could compromise their ability to perform their duties objectively and in the best interests of ICEP Europe. Such conflicts may include financial gain, personal relationships, or other circumstances that could influence decision-making.

1. Employees

Employees of ICEP Europe must ensure that any and all conflict or potential conflict between their private interests and their duties to the institute are promptly identified, communicated to their line manager and managed.

2. External Persons

Consultants, contractors, and external examiners who enter into a contract with the Institute must ensure that any conflict or potential conflict between their private interests and their duties under the contract with the Institute is identified and promptly communicated to the relevant authority within ICEP Europe. The proposed appointee must consider and declare any ethical considerations or conflicts of interest, whether actual or perceived. The following instances are given as examples and are not intended to comprise an exhaustive list of situations where a conflict of interest might arise.

Independence could be compromised, or perceived to be compromised, for the following groups:

- Current or previous appointment holders in the provider making the application for validation (e.g. employees, consultants, guest lecturers/trainers, external examiners/authenticators, research supervisors and such like).
- Former employees, directors, consultants and graduates (except for learner representatives) of the Institute.

- Persons who have had long-standing service, or who are retired from their employment with the Institute.
- Collaborators in joint projects (including research initiatives) involving the Institute. Where an assessor is concerned regarding existing minor collaborations in a particular field of study or at any institutional level, they should consult with the DRAA.
- Persons who have a potential future conflict of interest.
- Persons with family or other relationship with any members employed by or attending the Institute might have a conflict of interest.
- Persons with direct financial interest of any sort, including the holding of shares in a company associated with ICEP Europe.
- Direct competitors in a particular industry or professional environment or in a specific geographical location may have a conflict of interest but will not automatically be deemed to be conflicted.

Since cases can arise where the possible appearance of a conflict of interest is not generally known, the primary responsibility for disclosing such a possibility rest with the person proposed for the role. The Institute requires that persons appointed to these roles enter into a confidentiality agreement with the Institute stating that they will not divulge details of confidential discussions or distribute any documents other than as necessary for the execution of the role.

Completed Conflict of Interest forms will be held in a Conflict of Interest Register (see below, under Disclosure). Where there is uncertainty as to whether a conflict of interest exists, advice should be sought from the DRAA

Disclosure of Conflicts or Potential Conflicts of Interest

All employees, contractors, consultants, and external examiners associated with the Institute must notify the Board in writing, via their respective senior manager, if there is a conflict of interest between their personal interests and the interests of ICEP Europe. This should be done using the appropriate form.

Completed forms and records of decisions made regarding conflicts of interest will be kept in the Institute's Conflict of Interest Register. Any employee, contractor, or consultant of the Institute will be entitled to review the entries about themselves in the Conflict of Interest Register by making a written request to the (or CEO) and will be given copies.

This register will be maintained in accordance with the Institute's Information Management and Data

Protection Policy.

Managing Conflict of Interest

Conflict of interest should be managed through the following:

Avoiding conflict of interest

Avoiding a conflict of interest which poses an unacceptable risk to, or impact on, the Institute's interests is the preferred approach. To avoid a conflict of interest, the individual involved may be removed from the decision-making process in relation to the matter concerned or requested to relinquish the private interest that is creating the conflict.

Accept and reduce the conflict of interest

A conflict of interest may be reduced by ensuring that the individual has restricted involvement in the relevant matter, or that another qualified individual or organisational area takes responsibility for the matter.

Sharing the conflict of interest

Involving a third party to oversee all or part of the decision-making process relating to the particular matter is one method of managing the potential impact of the conflict of interest.

Retaining the conflict of interest

Retaining the conflict of interest, means the individual continues to be involved in the matter concerned, subject to a regular review of the situation. This response is only suitable for low-risk conflicts of interest.

Failure to disclose a conflict of interest

All employees have a responsibility to disclose and manage any conflicts of interest that may arise. Non-compliance with this policy and procedure, including refusal to take any reasonable steps to resolve a conflict of interest, could be considered as misconduct or serious misconduct, leading to disciplinary action or even termination of employment.

In cases where external consultants or contractors are involved in the Institute's decision-making processes, they must follow the Institute's policies and procedures for managing conflicts of interest. It is important for them to understand that any violation of this policy and procedure may result in reporting to a relevant external statutory authority and/or agency, which may take necessary action.

The DRAA is responsible for maintaining a record of the names and affiliations of external advisors, expert panellists, examiners, and other external experts associated with the Institute.

10.2A Conflict of Interest Form

PLEASE COMPLETE ALL PARTS OF THE FORM

PLEASE USE BLOCK CAPITALS

ICEP Europe Conflict of Interest Declaration Form

Personal Information:

Full Name: _____

Position/Title within ICEP Europe: _____

Contact Information:

Email: _____

Phone: _____

Conflict of Interest Details:

Potential Conflicts of Interest: Please disclose any financial, professional, or personal interests that may conflict or appear to conflict with the interests of ICEP Europe. This includes, but is not limited to, relationships with external entities, financial investments, and other affiliations that could influence your objectivity or decision-making.

Relationship with External Entities: If applicable, provide details of any significant relationships with external entities, including businesses, organisations, or individuals, that may have a direct or indirect impact on ICEP Europe.

Declaration:

I, the undersigned, hereby declare that the information provided in this Conflict of Interest Form is accurate and complete to the best of my knowledge. I understand my obligation to promptly update this declaration should any changes in circumstances occur.

Signature: _____ **Date:** _____

Review and Approval:

This form will be reviewed by the designated authority within ICEP Europe to assess the nature and significance of any declared conflicts of interest. The appropriate actions, if necessary, will be determined to manage, mitigate, or eliminate conflicts in accordance with ICEP Europe's policies and procedures.

Reviewing Officer's Name: _____

Signature: _____ **Date:** _____

Note: This Conflict of Interest Declaration Form is a crucial tool in maintaining transparency, integrity, and ethical conduct within ICEP Europe. All staff members are expected to adhere to the organisation's policies and procedures regarding conflicts of interest. Failure to disclose potential conflicts of interest may result in disciplinary action.