	Document Title	<b>Conflict of Interest Policy</b>		
	Doc. Number	GEN-POL-011	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	18/05/2024	Approved Date	18/05/2023

## 1. Policy Statement

At Shorcontrol Safety we recognize that our staff have diverse interests, contacts, obligations, and loyalties. We also recognize that although these may be in the persons interest it is possible that such connections may give rise to potential conflicts of interest. This personal interest can be direct or indirect, and it can include the interest of parties connected to the staff.

Conflicts of interest arise when there is an influence or appears to be influence by personal and professional interests. A conflict of interest occurs when an individual or organisation is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. Conflicts of interest will more than likely arise at times, but the important thing is for us to ensure that they are managed appropriately.

## 2. Purpose


As an employee at Shorcontrol Safety your personal interests should not influence, nor reasonably appear to influence your judgement on any business matter. The purpose of this document is to clearly define Shorcontrol Safety’s expectations for avoiding possible conflicts of interests and provide guidance on how they are to be managed should they arise.

## 3. Scope

The scope of this policy applies to all Shorcontrol Safety staff, tutors, committee members and all others who work for or on behalf of the business. The policy relates to any business activity where conflicts of interest arise such as formal decision-making concerning recruitment, selection and promotion, policies, procedures, and overall business functions.

## 4. Definitions

Term	Definition
<b>Conflict of interests</b>	Refers to a situation where a person can make or influence a business decision for Shorcontrol Safety while their personal interests or the interests of any related parties could differ from that of the business interests.
<b>Manage or managing</b>	These terms include hiring, supervising, being in a supervisor/ subordinate reporting relationship with, or having the ability to materially influence the evaluation of the pay or job performance of another.
<b>Related party/ Connected person</b>	Refers to any person to whom you are related or with whom you have a personal relationship that may influence or could reasonably appear to influence your business judgement.
<b>Significant interest</b>	A person holds a significant interest in a business if the person a. directly or indirectly holds shares, assets or other interests in the business, b. has a leadership role in the business, or c. would benefit from the relationship with the business.
<b>COI reviewer</b>	Conflict of interest reviewer. The appropriate person(s) for assessing, managing, and resolving matters pertaining to the reported Conflict of Interest.

	Document Title	<b>Conflict of Interest Policy</b>		
	Doc. Number	GEN-POL-011	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	18/05/2024	Approved Date	18/05/2023

## 5. General Policy Requirements

Shorcontrol Safety operates with three main expectations from our management, staff, trainers, and visitors:

### 5.1.1 Act with Integrity and Honesty

- Be truthful and transparent in all professional interactions and activities.
- Offer training and consultancy only using tutors and individuals that have appropriate competence, expertise, and training.
- Carry out responsibilities professionally and make decisions in an objective and informed manner.
- Accurately represent and do not mislead others regarding professional qualifications, including education; affiliations; and certifications.
- Our trainers and staff are to perform their work with honesty, diligence, and responsibility.

### 5.1.2 Demonstrate Responsibility, Respect and Fairness

- Hold paramount the safety, health, and welfare of individuals, the public, and the environment.
- Avoid conduct that could harm or threaten the reputation of Shorcontrol Safety or the training industry.
- Treat all staff, tutors, delegates, and members of the public with fairness and consistency.
- Do not intentionally cause harm to others through words or actions. Treat others fairly, courteously, with dignity and without prejudice or discrimination.

### 5.1.3 Safeguard Company Information and Avoid Conflicts of Interest


- Ensure the safe storage of all confidential information for all staff, tutors, and delegates.
- Do not disclose any personal information for personal gain.
- Disclose any potential conflict of interest to management.
- Avoid conflicts of interest that could threaten objectivity in dealings with clients, delegates, and other members of staff.

## 5.2 Common Types of Conflict

It is impossible to list all possible Conflicts of Interests as circumstances and relationships vary so widely. The following non-exhaustive list, may be considered as examples of Conflicts of Interest:

### 5.2.1 Connected Persons

- A conflict of interest may arise when an individual might be seen to be influencing business matters for actual or potential personal benefit. Such a conflict may arise in a situation where a member of staff is in a position that could influence, directly or indirectly Shorcontrol Safety business decisions in ways that could lead to personal gain or gain for a connected person.
- When trying to identify whether there is a conflict of interest, consider whether a reasonable person would think your interests and loyalties, including to the connected person, could conflict or appear to conflict with your business duties.
- Staff should not be involved in making decisions in relation to their commitments to Shorcontrol Safety from which they or any connected person may stand to benefit.

	Document Title	<b>Conflict of Interest Policy</b>		
	Doc. Number	GEN-POL-011	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	18/05/2024	Approved Date	18/05/2023

- Such considerations apply to a wide range of activities in which conflicts may arise, including but not limited to learner admissions, learner assessments, disciplinary proceedings, appeals, fee concessions, consultancy, licensing intellectual property etc.

### 5.2.2 Self-dealing

- A conflict of interest may arise if you approve or direct a business relationship between Shorcontrol Safety and a business in which you have a significant interest.
- There may also be a conflict of interest if you approve or direct a business relationship with a third part in anticipation of, or in exchange for a personal benefit.

### 5.2.3 Related Party Transactions

- There may be a conflict of interest if you are in a position that you could approve or direct a business relationship between Shorcontrol Safety and a business in which your related party has a significant interest.
- There may also be a conflict of interest if you approve or direct a business relationship with a third party in anticipation or in exchange for a personal benefit to a related party.

### 5.2.4 Outside Positions

- There may be a conflict of interest if you hold any position (paid or unpaid) with Shorcontrol Safety’s customers, competitors, or suppliers.
- If this circumstance arises, you must disclose and obtain approval if you intend to hold an outside position or are engaged in any venture, including your own business, which may cause you to devote less time and attention during your regular working hours.

### 5.2.5 Use of Company Opportunities and Resources


- There may be a conflict of interest if you or a related party, use opportunities that are discovered using Shorcontrol Safety’s property or information, or discoveries through your position at the company.
- It may also be a conflict of interest to use company property, information or your position for personal gain or the benefit of a related party.
- If such circumstances arise, you must disclose and obtain approval.

### 5.2.6 Governance in Training

- There must be a clear separation between corporate and academic governance practices and decision-making activities, to ensure that academic matters are influenced by academic standards and not influenced by corporate/commercial matters.
- There is a conflict of interest if those persons(s) appointed with corporate decision-making matters are the same person(s) involved with academic decision-making matters and vice versa.
- Any person(s) appointed to a specific committee pertaining to governance must not be reporting to themselves or any individuals more junior than them in the company structure.

## 5.3 Steps to deal with a Conflict of Interest

If a conflict has or is likely to arise (or be reasonably perceived by others), it is the responsibility of the relevant parties to disclose the conflict as soon as possible and seek approval before taking next steps.

	Document Title	<b>Conflict of Interest Policy</b>		
	Doc. Number	GEN-POL-011	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	18/05/2024	Approved Date	18/05/2023

### 5.3.1 Identify a Conflict of Interest

To identify a conflict of interest all staff must understand what constitutes a conflict of interest. They can be broken down as follows:

- Actual: you have a direct conflict between your official duties and business responsibilities and a competing interest or loyalty, whether personal or involving a connected person.
- Perceived: it could be reasonably perceived, or give the appearance, that a competing interest could improperly influence the performance of your official duties and business responsibilities
- Potential: a situation could develop into an actual or perceived conflict of interest.

### 5.3.2 Avoid a Conflict

Where reasonably practicable, it is best to avoid a conflict of interest within the activities of the business. Our approach to avoidance can include the following:

- Abstaining from involvement in official decisions and actions that could be compromised by personal interest affiliations and associations.
- Avoiding activities where it can be seen to accrue an advantage from inside information because of personal duties.
- Not using positions for personal gain or the gain of connected persons.
- Ensuring that there is no real or perceived benefit that may influence the performance of duties.
- Not taking advantage of positions or access to privileged information.

### 5.3.3 Disclose a Conflict of Interest


Conflicts of interest should be declared promptly and fully. In most cases, potential conflicts of interest will be easily managed, and declaration of the conflict is all that is needed.

- Disclosure should be made to the General Manager and where applicable to the Head of Training & Development at Shorcontrol Safety.
- The disclosure should be set out on the Conflict-of-Interest form.
- The person to whom the disclosure is made, will then become the COI reviewer for the purpose of determining the appropriate next steps to be taken in relation to the reported conflict.
- The COI reviewer can seek and take advise on the issue from the Board of Directors if required.

Failure to disclose a conflict of interest, or to appropriately refrain from the related activities until the relevant conclusion is issued, constitutes a breach of this policy, and may result in disciplinary procedures being activated.

### 5.3.4 Manage a Conflict of Interest

- Once a conflict of interest has been disclosed, the COI reviewer is responsible for dealing with the conflict and developing a management plan if appropriate, as soon as is reasonably practicable, within a maximum of 21 days from the reported date.
- An extension to this time frame may be required in certain circumstances and all parties will be advised where this is the case.
- Until such time, the member of staff should take no direct part in the activity relating to the potential conflict.

	Document Title	<b>Conflict of Interest Policy</b>		
	Doc. Number	GEN-POL-011	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	18/05/2024	Approved Date	18/05/2023

- Some conflicts of interests may require ongoing management, and this should be documented in the management plan. In such circumstances the conflict will be reviewed every quarter and the results documented.
- The COI reviewer may conclude the following in relation to conflict management:
  - There is no conflict of interest. In these circumstances the declaration of the interest or activity and subsequent authorization by the COI reviewer will be held on file by Shorcontrol Safety.
  - Permission to continue activity with modifications. In these circumstances there may be modifications required to the level of activity or involvement allowed in business operations related to the conflict. A record of this will be held on file at Shorcontrol Safety.
  - Staff member should not be involved in interests or activities pertaining to the conflict, thus eliminating the conflict of interest. Where no alternative modifications can be agreed upon, this will be the default solution. A record of this will be held on file at Shorcontrol Safety.

### 5.3.5 Record a Conflict of Interest

- A record of the reported conflict, conclusion and management plan will be maintained at Shorcontrol Safety.
- All conflicts will be reported at the Academic Committee meetings quarterly as they arise, and report issued to Board of Directors at a minimum on once per year.

### 5.4 Adverse Effect of a Conflict of Interest for Learners

Shorcontrol Safety will take all reasonable steps to prevent any incident that may arise.

Where an incident brings the outcome of other results into serious question this would be considered a potential ‘adverse effect’ as other learners may be affected.


An act, omission incident or circumstance has an adverse effect if it:

- Gives arise to prejudice to learners or potential learners,
- The ability of Shorcontrol Safety is affected to undertake the development, delivery, or awards of the training qualifications.
- The standards of the training or qualifications are affected,
- Public confidence in the training or qualifications are affected.

Shorcontrol Safety will mitigate any risks that have the potential to cause an adverse effect to learners. All incidents will be logged and maintained on our Risk Register to ensure that the issue is highlighted and managed and mitigated against. We will inform where appropriate any conflict of interest and adverse effect to the appropriate parties and Governing/ Awarding Organisations/ Body.

## 6. Responsibilities

Employee Title/Classification	Responsibility
<b>General Manager</b>	Is to ensure that all members of staff and contractors are to adhere to this policy.
<b>Head of Training and Development</b>	Is to aid the General Manager in ensuring that all tutors adhere to this policy.

	Document Title	<b>Conflict of Interest Policy</b>		
	Doc. Number	GEN-POL-011	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	18/05/2024	Approved Date	18/05/2023

	Provide compliant statement quarterly regarding modified activities (where applicable) Provide advice and support on application of this policy
<b>Safety, Health, and Quality Manager</b>	Is to ensure that all policies and procedures adhere to this policy.
<b>Staff, Tutors, Committee members etc.</b>	Declare any potential conflicts of interest.

## 7. Enforcement

Employee Title/Classification	Responsibility
<b>General Manager</b>	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's unacceptable behaviour related to this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.
<b>Managers and Heads of Departments</b>	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's unacceptable behaviour related to this policy.


## 8. Related Information and Documents

Document ID	Title
<b>GEN-POL-001</b>	Code of Conduct & Ethics Policy
<b>GEN-POL-003</b>	Equality Diversity & Inclusion Policy
<b>GEN-POL-006</b>	Whistleblower Protection & Anti-Retaliation Policy
<b>GEN-POL-010</b>	Data Protection & Privacy Policy
<b>GEN-POL-013</b>	Anti-Corruption Anti-Bribery & Anti-Trust Policy
<b>GEN-POL-015</b>	Careful Communications Policy

## 9. Policy Review

This policy shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. '*Related Information & Documentation*' of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.

	Document Title	<b>Conflict of Interest Policy</b>		
	Doc. Number	GEN-POL-011	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	18/05/2024	Approved Date	18/05/2023

- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
<b>01/02/2023</b>	Adam Romans, Quality Coordinator	Review, update, and format standardisation.
<b>27/02/2023</b>	Angela Byrne, QHSM	Review, update and reformat layout/structure.
<b>18/05/2023</b>	Angela Byrne, QHSM	Inclusion of 5.3.2 avoiding a conflict and 5.4 Adverse effect.