



EuroPolytech
— ACADEMY —

CONFLICT OF INTEREST POLICY

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1. Purpose

This policy aims to ensure that all actual, potential, or perceived conflicts of interest within EuroPolytech Academy are identified, declared, managed, and resolved transparently and effectively. The integrity of academic and administrative processes depends on the impartiality and objectivity of staff, learners, and associated stakeholders. This policy outlines how conflicts of interest are managed in accordance with the awarding institution and Ofqual expectations.

2. Scope

This policy applies to all staff, assessors, internal quality assurers (IQAs), administrators, governing members, contractors, and learners of EuroPolytech Academy. It also extends to any person acting on behalf of the Centre, including freelance and part-time personnel.

3. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, financial, or professional interests have the potential to compromise or bias their judgment, decisions, or actions in the execution of their responsibilities at the Academy. Conflicts may be:

- **Actual:** A direct conflict between official duties and private interests
- **Potential:** Circumstances that could result in a conflict
- **Perceived:** A situation that may appear to influence professional judgment even if no actual bias exists

4. Examples of Conflicts of Interest

- Assessing the work of a family member, friend, or someone with a close personal relationship
- Having a financial interest in a supplier or contractor to the Academy
- Involvement in decisions where the outcome could benefit the staff member personally
- Participating in recruitment, promotion, or disciplinary processes involving someone they know personally
- Providing private tuition or mentoring to students they are responsible for assessing.

5. Responsibilities

- **All individuals** associated with EuroPolytech Academy are responsible for disclosing any conflict of interest as soon as it arises or is identified.
- **Line managers** are responsible for reviewing and managing declared conflicts.
- **The Centre Manager** retains overall responsibility for maintaining the Conflict-of-Interest Register and ensuring policy compliance.

6. Declaration Procedure

All staff and relevant stakeholders must complete a Conflict-of-Interest Declaration Form:

- At the start of employment or engagement
- Annually as part of compliance reviews
- Immediately upon the emergence of a new potential or actual conflict

Declarations must be submitted to the Centre Manager who will record the details in the central Conflict of Interest Register.

7. Managing Conflicts of Interest

Where a conflict is identified, the Centre will:

- Assess the risk to impartiality and objectivity
- Take appropriate action to mitigate the conflict (e.g., assign alternative assessors or decision-makers)
- Inform affected parties of any procedural changes
- Monitor the situation to ensure ongoing integrity

In some cases, the individual may be asked to step aside from a task or responsibility.

8. Confidentiality and Non-Retaliation

Information provided in conflict declarations will be treated confidentially and used solely for compliance and transparency purposes. No individual will face discrimination or retaliation for making a genuine declaration.

9. Monitoring and Review

This policy will be reviewed annually or when changes in regulatory guidance or operational risks warrant revision.

11. Policy Accessibility

This policy is published on the Academy website and available to all staff, learners, and partners via internal platforms and upon request.

9. Non-Compliance

Failure to declare a known conflict of interest may result in disciplinary action under the Centre's Staff or Learner Code of Conduct and may trigger referral to the awarding body or external regulators in serious cases.

10. Monitoring and Review

The Centre Manager and the Internal Quality Assurance (IQA) Lead will periodically review the Conflict-of-Interest Register and escalate any patterns or unresolved issues to the senior leadership team.

11. Policy Availability

This policy will be made available on the EuroPolytech Academy website, in the student and staff handbooks, and in printed format upon request.

Approved by: Dr. Amine Belmejdoub Quotb

Date: 02/08/2025

Review Date: 02/08/2026