

Conflict of Interest Policy

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| **Author/Owner** | **Last Review Date** | **Next Review Date** |
| Caroline Bostwick | January 2017 | January 2020 |
| Assistant Principals | November 2021 | July 2022 |
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**Conflict of Interest Policy of Communication Specialist College Doncaster**

**Definition**

A ‘conflict of interest’ arises when the best interests of an individual employee are, or

could be, different from the best interests of the college itself.

This may be something that affects the employee directly, or indirectly, through a family member or friend or business partner.

**Statement of Intent**

Communication Specialist College Doncaster is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the college.

**Policy**

It is the policy of Communication Specialist College to:

* Ensure every employee understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
* Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation

**Procedure**

When an employee identifies that they have a potential conflict of interest they must:

* Declare it as soon as they become aware of it
* Ensure it is entered in the conflict-of-interest register (ongoing conflicts), and/or minuted in the appropriate board papers (one-off conflicts)
* Not take part in any board discussions relating to the matter
* Not take part in any decision making related to the matter
* Not be counted in the quorum for decision making related to the matter

In the interests of frank and open discussion, an employee affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

* The declared conflict
* That the employee left the room, or the reason they were asked to stay.
* That the employee took no part in discussion or decision making on the matter
* That the meeting was quorate (not counting the affected employee)
* Any other actions taken to manage the conflict

If an employee is unsure what to declare, they should err on the side of caution and

discuss the matter with a Line Manager/Deputy Principal for confidential guidance.