



Conflict Of Interest Policy

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Document Control		
Document code:	UKA_CON_001	Effective from: 01/12/2024
Linked Ofqual General Conditions:	General Conditions of Recognition: A4.1, A4.2. A4.3, A4.4, A4.5, A4.6, A4.7, A4.8	
Version number and date:	V0.1, 01/12/2024	Review date: 30/11/2025
Classification level:	Public/General	

Approved by: Executive Leadership
Date approved: 30/11/2024

Version number:	Date:	Changes:
V0.1	12-2024	Final review and approval by Executive Team

1. Policy Statement

This policy outlines the approach to identifying, managing, and mitigating conflicts of interest to uphold the integrity and impartiality of UK Awards. The organisation is committed to ensuring that decisions and processes are free from bias and undue influence.

2. Purpose

The purpose of this policy is to:

- Define what constitutes a conflict of interest.
- Establish procedures for disclosure and management of conflicts of interest.
- Protect the integrity and reputation of UK Awards.
- Ensure compliance with relevant UK laws and regulations.

3. Scope

This policy applies to all individuals involved in UK Awards, including but not limited to:

- Board Directors
- Executive team members
- Employees
- Assessors and external quality assurers
- Contractors and suppliers
- Any other stakeholders involved in the awarding process

4. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, financial, or professional interests may compromise or be perceived to compromise their ability to act impartially. Examples include but are not limited to:

- An employee receiving gifts or benefits from a nominee.
- A board director holding a financial interest in an organisation applying for a qualification.
- Personal or professional relationships that could influence objectivity in decision-making.

- Engagement in external activities that may be seen as a conflict with the interests of the awarding organisation.

5. Responsibilities

- **All individuals:** must declare any potential conflicts of interest as soon as they arise.
- **Managers and supervisors:** are responsible for reviewing and addressing declared conflicts.
- **Executive team and board directors:** must oversee compliance and ensure proper record-keeping.
- **Centres and/or learners:** must also disclose any affiliations or relationships that may impact fairness in the process.

6. Declaration of Conflicts

All individuals associated with UK Awards must complete a Conflict of Interest Declaration form annually and update it if circumstances change. The declaration should include:

- Nature of the conflict
- Individuals or organisations involved
- Steps taken to mitigate the conflict
- Signature and date of the declaration

7. Managing Conflicts of Interest

When a conflict of interest is identified, the following actions may be taken:

- **Recusal:** the individual may be required to withdraw from the relevant decision-making process.
- **Reassignment:** the individual's responsibilities may be reassigned to another person.
- **Transparency measures:** the conflict may be disclosed to relevant stakeholders for accountability.
- **Additional oversight:** in cases where conflicts are unavoidable, increased scrutiny and independent reviews may be implemented to maintain fairness.

8. Breaches of this Policy

Failure to declare a conflict of interest or comply with this policy may result in disciplinary action, including removal from the awards process. Breaches may include:

- Failure to disclose a known conflict
- Attempting to influence the outcome for personal gain
- Providing misleading or incomplete information regarding potential conflicts
- Engaging in activities that bring reputational damage to the awards programme

9. Monitoring and Review

This policy will be reviewed annually to ensure effectiveness and compliance with relevant regulations. A designated compliance officer will be responsible for:

- Reviewing declared conflicts of interest
- Conducting audits of award decision-making processes
- Addressing concerns raised by stakeholders
- Proposing amendments to enhance the policy

10. Training and Awareness

All individuals will receive training on conflict of interest principles and the importance of impartiality. Training sessions will cover:

- Identifying potential conflicts
- Best practices for disclosure and mitigation
- Ethical considerations in the decision-making process
- Case studies and real-life scenarios

11. Contact Information

For further inquiries regarding access arrangements and reasonable adjustments, please contact:

Email: info@ukawards.org.uk

12. Related Policies and References

This policy should be read in conjunction with:

- Code of Conduct Policy
- Anti-Bribery and Corruption Policy
- Whistleblowing Policy
- Relevant legislation such as GDPR regulations.