

## Conflict of Interest Policy

### Definition

For the purpose of this policy, a conflict of interest can exist in any situation which could arise to the potential compromise of the quality of the training service, and/or inequal/unfair circumstance, which could lead to damaging the training integrity of Eyton Solutions Ltd, The individual trainers and/or the awarding accredited bodies.

### Statement

Although highly unlikely, Eyton Solutions Ltd recognizes that certain situations may arise during the delivery of training (Whether Eyton Solutions Ltd sponsored or awarding body accredited courses) which could create a conflict of interest. Although not every possible situation can be predicted or determined, the most likely situations are detailed below;

- Teaching a subject by Eyton Solutions Ltd employees or freelance trainers where one of the delegates is a family member or a personal friend which could encourage inequal/unfair circumstances which can affect the quality of training given, the integrity of the examination or assessment interpretation.
- Training and awarding courses for internal employees by direct line manager/working colleague which could create inequal/unfair circumstances which can affect the quality of the training given, integrity of the examination or assessment interpretation.

It is the responsibility of Steve Hembury CMIOSH to ensure that all trainers both Eyton Solutions Ltd employees and any freelance trainers are fully aware, acknowledge and understand the requirements of this policy.

### Procedure

Where a conflict of interest in the training is suspected or determined, irrespective of company position or freelance trainer, this must be declared to Steve Hembury CMIOSH (Managing Director) before the course starts. Failure to declare any conflict of interest to Steve Hembury could lead to disciplinary action, and where malicious intent is suspected the trainer being suspended from all training delivery pending internal investigation.

Where a course set has a conflict of interest determined/declared, the trainer will be replaced for a different trainer. This may be done by a freelance trainer or a different Eyton Solutions Employed trainer.

Where the course is an awarding accredited body, the alternative trainer must be an approved trainer for that accredited body and authorised with the accredited body's minimum required qualifications to deliver that course.

Where a conflict of interest has been declared involving any trainer, that trainer is not authorised to participate in any process of that particular course delivery which includes but not limited to; the examination marking, Invigilation of the examination, or the quality assurance processes involved in that course.

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Where the procedure above cannot be conducted due to logistical or business operational reasons, then it is the responsibility of Steve Hembury to manage the next steps. If the course in question involves an accredited body, then that accredited body must be informed of the conflict of interest at the earliest opportunity prior to the course commencing. The accrediting body will then be in a position to provide additional guidance on the following required steps.

If the course is an Eyton Solutions Ltd sponsored course, then Steve Hembury will assess next steps on a case by case basis.

A handwritten signature in black ink, appearing to read "S. Hembury", with a long horizontal stroke extending to the right.

Steve Hembury

Managing Director

Date: 03/11/2020

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