



ACADEMY
Online Learning Ltd

Conflict of Interest Policy

Version 1.1

Edition Date: July 2023

Next Review Date: July 2024

Academy Online Learning Ltd

July 2023

1.0 Introduction.....	3
<i>1.2 Scope</i>	<i>3</i>
2.0 Employee Conflict of Interests	3
3.0 Responsibilities.....	4
4.0 Disciplinary Consequences	5

1.0 Introduction

AOLL'S Conflict of Interest Policy refers to any case where an employee's personal interest might contradict the interest of the company. This is an unwanted circumstance as it may have heavy implications on the employee's judgement and commitment to the company and its learners.

This policy will outline the rules regarding conflict of interest and the responsibilities of employees and the company in resolving any such discrepancies.

1.2 Scope

The policy applies to all prospective or current employees of the company, as well as independent contractors and persons acting on behalf of the company.

2.0 Employee Conflict of Interests

A conflict of interest may take many different forms that include, but are not limited to:

- Employees' ability to use their position with the company to their personal advantage
- Employees engaging in activities that will bring direct or indirect profit to a competitor
- Employees owning shares of a competitor's stock
- Employees using connections obtained through the company for their own private purposes
- Employees using company equipment or means to support an external business

- Employees acting in ways that may compromise the company's legality (e.g. taking bribes or bribing representatives of legal authorities)
- Employees having a position of authority in one organisation which conflicts with his or her interests in another organisation
- Employees having a personal interests that conflict with his/her professional position
- Employees who are connected to the development, delivery or award of qualifications by the organisation having interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with the awarding organisation's conditions of recognition
- Tutors and assessors working with a business that is in direct competition to the College
- Tutors and assessors participating in the appointment, supervision evaluation or assessment of a person with whom the person, has close or familial ties
- Tutors and assessors having a close or familial relationship with the registered learner, or learners' family whilst being involved in decisions about the outcome of their accreditation or qualification or where the person whose remuneration is in part determined by the outcome of the assessment.

3.0 Responsibilities

The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when an employee understands or suspects that a conflict of interest exists, they should bring this matter to the attention of management so corrective actions may be taken. Supervisors must also keep an eye on potential conflict of interests of their subordinates.

The responsibility of resolving a conflict of interest starts from the immediate supervisor and may reach senior management. All conflicts of interest will be

resolved as fairly as possible. Senior management has the responsibility of the final decision when a solution can not be found.

In general, employees are advised to refrain from letting personal and/or financial interests and external activities come into opposition with the AOLL's fundamental interests.

4.0 Disciplinary Consequences

In cases when a conflict of interest is deliberately concealed or when a solution can not be found, disciplinary action may be invoked up to and including termination.