



The Youth Development Academy

Conflict of Interest Policy

Objectives:

The Youth Development Academy requires all of its employees, staff and third parties providing services to it to carry out their duties and activities associated with their work with the utmost integrity and professionalism, which includes the avoidance of situations giving rise to actual or potential conflicts of interest. This policy sets out the expectations regarding real and potential conflicts of interest and the procedures to be followed in the event of a possible conflict of interest arising.

Scope:

This policy applies to:

1. All The Youth Development Academy employees on the payroll and all contractors, agency or temporary workers.
2. All consultants and other service providers, including examiners, engaged by TYDA in the development, delivery or award of its qualifications and examinations.

The policy does not apply to Governors. Separate procedures are in place to manage conflicts of interest at board level which are administered by the Company Secretary in accordance with the company's Articles of Association.

Aims of the Conflicts of Interest Policy:

This policy is designed to ensure that work is carried out for or on behalf of The Youth Development Academy that is free from improper influence and is independent, fair and devoid of bias. All persons to whom this policy applies must avoid making decisions or handling matters where they have an interest that might influence, or be perceived to influence, their judgment. They must also avoid putting themselves in a position where there is or may be a conflict between the duties required as set out in their contract with The Youth Development Academy and their own private interests.

Consequences of Breach of this Policy:

Compliance with this policy is mandatory. Breaches may result in:

1. Disciplinary proceedings up to and including dismissal for employees.
2. Immediate termination of contract for a consultant, contractor or other service provider.

What is a Conflict of Interest?

Ofqual - a regulatory body for Qualifications, states that a conflict of interest exists where:

1. The interests of an awarding organisation in any activity undertaken by it, on its behalf, or by a member of its group have the potential to lead it to act contrary to its interests in the development, delivery and award of its qualifications;
2. A person who is connected to the development, delivery or award of qualifications by the awarding organisation has 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;
3. An informed and reasonable observer would conclude that either of these situations is the case.

Put simply, a conflict of interest is a private interest which might influence a person's judgment in carrying out his contractual duties for an awarding organisation and thereby undermine the actual or perceived independence and integrity of that awarding organisation.

Examples of Conflicts of Interest:

- A personal relationship, whether or not declared. This might include a close professional relationship, friendship, a family tie (e.g. cousin, niece, nephew etc.), a romantic relationship etc.
- A contractual relationship, for example, where an examiner is also a candidate's tutor or in the employ of the centre where he/she is conducting examinations.
- A relationship where one individual is beholden to the other. For example, this might occur where gifts or hospitality have been exchanged or money has been borrowed or bribes accepted (see The Youth Development Academy's policy on bribery).

Procedures to be followed to Identify Possible Conflicts:

Employees

- Contracts of employment contain an express clause prohibiting employees from having any conflicts of interest with their employment at The Youth Development Academy.
- If you are an employee and you find that your circumstances have changed since entering into your contract of employment, you must inform the Director of Human Resources of any potential conflict as soon as possible. A register of Conflicts of Interest notified to HR are kept there, to cover the academy for Data protection.

Contractors, Consultants and other Service Providers

- Service providers will either be prohibited from having any conflicts of interest with The Youth Development Academy in their contract of services or, where a conflict cannot be avoided, will be required to declare any conflicts of interest (using the form annexed hereto) at the time of entering into their contract.
- If you are a service provider and you find that your circumstances change after entering into your service contract with The Youth Development Academy, you should inform your first point of contact in writing at The Youth Development Academy of any potential conflict as soon as possible.

In the case of examiners, examiners will be asked to declare any conflicts of interests at the time of their appointment by entering this information onto the relevant page of the Examiner Portal of The Youth Development Academy and thereafter to keep their details updated if their circumstances change.

Procedures to be followed in the Event of an Unforeseen Conflict of Interest Arising:

- Where you encounter an unexpected actual or perceived conflict of interest, you need to raise it immediately with your line *Manager/first point of contact at The Youth Development Academy and, in any event, before you conduct the activity affected by the conflict of interest.*

For example, if you are an examiner out on tour and find yourself presented with a candidate related to, or otherwise linked to, you through a personal or professional connection, you should raise this conflict immediately with the Operations Team in Islamabad and/or the responsible officer.

- Where you discover the existence of an actual or possible conflict of interest after the activity to which the conflict might apply has taken place, you will again need to inform your line manager/first point of contact at The Youth Development Academy immediately. You will be asked to make a record of the activity and the fact that you were unaware at the time of any conflict of interest and provide details of when and how you became aware of the conflict.

Overlap with other policies of The Youth Development Academy:

Conflicts of interest fall within the scope of several other policies of The Youth Development Academy, and anybody who thinks they have a conflict of interest falling into any of the examples listed above should also refer to the full policies and codes of conduct.

Policy Review

This policy will be reviewed on an annual basis, or if there is a change in legal or other business related requirement.

Review date	Description	Reviewed by	Next Review date
29 July 2019	Conflict of Interests Policy	SMT Team	27 July 2020