

# Conflict of Interest Statement of The Institute

## Purpose

This is in confirmation that we have understand the need of policy for conflict of interest while delivering any of our/ third party qualifications. We further state that we understand how ATHE ( awarding organisation) defines and manages conflicts of interest & we also abide by the guidance on how to deal with any possible conflicts of interest and ensure its compliances

## Definition

ATHE ( awarding organisation) defines a conflict of interest as a position where an individual or an organisation, has competing interests or loyalties. In these cases, there is a conflict of interest and this may influence decisions, so they become invalid.

Conflicts of interest can arise in a variety of circumstances and we understand our responsibility as a stakeholders we must maintain the integrity of the ( ATHE) awarding organisation, the qualifications, as well as their our integrity. We fully understand and uphold ATHE's principle of conflict of interest policy

## Our Responsibility & Declaration Statement-

- Our CEO is looking after Institutes management and being a trustee, is also a permanent member of governing council
- Although he will not be involved in tutoring or lecturing or assessing for the qualification, he will be doing Internal Verification of assessors works
- Rest of our teaching and assessing staff is not related to Institute and it's management
- We further understand that our staff or our management of our institute cannot become our own learners and if the wish to get qualified they will enrol with some other ATHE Centre
- We will not assist our own learners in any way possible to create conflict of interest
- We also state that none of our relatives will be enrolled in our centres
- Individuals involved in the management, governance, delivery, development, quality assurance or promotion of Institute/ATHE qualifications must read and take note of the ATHE Conflicts of Interest Policy
- They should always disclose an activity if they are in doubt about whether it represents a conflict. It is the responsibility of individuals such as associates, directors, committee members or staff to inform Institute, when their roles and responsibilities at other organisations change and may create a potential conflict of interest.
- In particular, Institute must be informed if anyone involved in any aspect of the development, quality assurance, marketing, management or governance of the qualifications:
  - I. is closely related to, or is teaching/training any learner who is preparing for a form of assessment

- II. receive scripts or other forms of work submitted for assessment from learners who are known on a personal basis
- III. is related to any person who is a director/trustee, employee or associate of Institute
- IV. would be affected by a personal interest or personal association in any other way Individuals should report any potential or actual conflict of interest to the CEO. This will be recorded and held on file.
- V. CEO shall take responsibility to inform all staff contents of this policy and he shall be **Responsible Officer to report the matter in appropriate form to the council and to the awarding bodies (if required) and to the regulatory authorities as necessary.**
- VI. All cases of actual or likely conflicts of interest will be checked and/or investigated and a judgement and/or report will be produced as appropriate.
- VII. For further guidance or to report any conflict of interest issue please write to [ceo@icpaglobal.org](mailto:ceo@icpaglobal.org)