Conflict of Interest Policy.

1. Introduction

The BCI Campus have recognises that there is a diverse interests and contacts among its employees and outside bodies. Engagement of these parties may give rise to potential conflicts of interest. Hence, this policy will ensure to handle fairly with actual and potential conflicts of interest within the university and in all its activities.

2. Scope of the policy

This policy applies to all staff and learners of BCI and apply to any supposed or possible conflicts of interest arising in connection with BCI activities. If the employee is in a consensual, intimate relationship with either another member or a student the Policy on Disclosure of Intimate Relationships will apply.

3. Definition

conflict of interest (COI) - is defined as a circumstance in which an employee has a private or personal interest when making decision or holding a responsibility and which may likely to appear to influence the final decision. Also, situations where benefits will share unfairly by supporting to a close friend.

Person - Any individual, employee, Learners, awarding bodies, Academic staff, partnership, association, company or corporation.

Substantial influence the following responsible persons are considered to have substantial influence over Compass Point. directors, Managers, officers, or employee. An objective test is applied to determine whether an affiliation exists between the director or employee and the other person. This will reduce the likelihood of having an influence between the director or employee and the other person

Financial interest:

Financial interest refers to pay, commission, consultancy fees, equity interests, forgiveness of debt, property, royalties, and intellectual property rights.

4. Determining a conflict of interest

- In determining whether a conflict of interest exists one must determine whether the private, personal or commercial interest is likely to interfere in performing campus duties.
- CEO had to determine if a conflict of interest exists with regard to an employee without substantial influence over Compass Point.
- Board of Directors had to determine if a conflict of interest exists with regard to the Chief Executive Officer, or a person with substantial influence over Compass Point.
- After an affiliation disclosure by a director at a Board meeting, the director shall leave the meeting while the implications of the affiliation are considered and voted upon. The remaining Board members shall determine if a conflict of interest exists.

5. Procedures for the declaration of interests

At the first instance the immediate employee has to identifying and avoiding conflict of interest. If a conflict of interest situation rises, the employee should disclose the conflict of interest in writing to Head of Operations and Compliance, and seek a remedy. If the employee needs any further actions or inquiry an employee may appeal any adverse determination to the Board.

When it comes to the Chief Executive Officer or a person with substantial influence over Compass Point, the Board shall follow the procedures set forth in appendix 1 in order to decide whether any conflict of interest exists.

Where there is any doubt who is responsible for the activity, disclosure must be made to the immediate Manager. Where an employee identifies a potential conflict of interest, but does not wish to reveal the details to their immediate Manager and has been unable to withdraw from the situation, they should seek advice from their BCI HR Advisor.

5.1. Disclosure

This must include sufficient information to enable appropriate resolution, with the followings.

- The type of potential conflict of interest, the nature of the activity.
- A description of all parties involved.
- The potential financial or non-financial interests or benefits.
- Any other relevant information.

The confidentiality regarding disclosures will be respected as far as possible; the records will only be shared with those with a need according to know. The Reviewer have to keep a written file regarding the disclosure and all subsequent related actions or decisions. The Reviewer will supply the employee with a written document concerning the decision made, along with where the decision is that no action is required.

6. Failure to disclose a conflict of interest

Failure to disclose an actual conflict of interest, or to dismiss involvement in the job until the conflict has been resolved, constitutes a breach of the employee’s contract of employment and may result in disciplinary action, and in serious cases could result in dismissal. In determining whether disciplinary action is appropriate, consideration will be given to the extent to which the employee could reasonably have been aware of the actual or perceived conflict of interest and/or made a reasonable decision not to declare it.

7. Resolution of conflicts of interest

When there has been disclosed, the inspector is responsible for solving the conflict of interest as early as possible. The employee must take no part in the particular activity relating to the potential conflict (supposed that non-involvement will affect only a small part of the worker's day to day responsibilities, if any. If that is not the case, and it would have a major effect on the employee's current job, advice must be gained from an HR Advisor before acting which might be interpreted.) there will not be any resolution made regarding the employee's contractual obligations (explicit or implicit) without the employee's agreement.

In the absents of completing the inquiry within 10 days the inspector must take a decision on the following.

- Permit the employee to continue the activity in the job, with modifications.
- Require the employee to continue to suspend involvement in the relevant activity pending final resolution.

Always the inspector must keep a record of the disclosure and solution to the conflict of interest and give a copy to both the employee and the relevant HR Manager.This includes where the decision is to take no action. Where a conflict of interest is ongoing, it is important that the current and future line managers are aware of it. All the Managers (if different from the inspector) must be informed and must keep a record to pass to their successor (normally on the personal file), with the knowledge of the employee. The inspector will assess the situation and any arrangements previously put in place, and inform the employee of the outcome of this review in writing. The employee and the relevant HR Advisor will both receive a written record of the decision.