

Conflict of Interest Policy

Conflict of Interest policy refers to any case where an employee's personal interest might contradict the interest of the company they work for. This is an unwanted circumstance as it may have heavy implications on the employee's judgment and commitment to the company, and by extension to the realisation of its goals. This policy also outlines where conflicts could occur between a training Center, supplier, instructor and the delegates/candidates. This policy will outline the rules regarding conflict of interest and the responsibilities of employees, suppliers, instructors, delegates/candidates and the company in resolving any such discrepancies.

This company conflict of interest policy applies to all prospective or current employees of the company, as well as independent contractors, freelance instructors and persons acting on behalf of the company.

The relationship of the company with its employees should be based on mutual trust. As the company is committed to preserve the interests of people under its employment, it expects them to act only towards its own fundamental interests. Conflict of interest may occur whenever an employee's interest in a particular subject may lead them to actions, activities or relationships that undermine the company and may place it to disadvantage.

What is an employee conflict of interest? This situation may take many different forms that include, but are not limited to, conflict of interest examples: 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)
- Conflicts of interest are not restricted to cases in which an individual actually derives some advantage. They also arise and can be equally damaging where a conflict exists or appears to exist without any consequential behavioural impact
- A conflict between the training center and their delegates/candidates where the center staff and candidate have a personal relationship which could weaken the assessment/testing/training and quality assurance process, and the integrity of certificates/cards and outcomes subsequently issued.
- Additionally, the conflict could arise if the center staff involved in the assessment/testing/training and quality assurance process are related, and in a position to influence business for actual or potential professional or personal benefit through its activity.
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Boss Training's policy on conflicts of interest does not imply any lack of trust in its staff. Moreover, it is designed to protect them against criticism by ensuring that they recognize and disclose such conflict situations, and take steps to avoid and/or manage the situations as they arise.

The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when an employee, supplier, instructor or delegates/candidate 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 cannot be found. In general, employees are advised to refrain from letting personal and/or financial interests and external activities come into opposition with the company's fundamental interests.

Note: The same principles apply to the company in regards to its clients. When applicable, we are committed to not offer services or form partnerships with companies who are in direct competition with one of our existing clients.

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