

Conflict of Interest

1.0 Introduction

- 1.1 The conflict of interest policy applies to all prospective or current members of the association, as well as independent contractors and persons acting on behalf of the association.
- 1.2 *A conflict of interest or perceived conflict can be defined as a situation in which a person has private or personal interest sufficient to appear to influence the objective exercise of his/her official duties.*
- 1.3 A conflict could arise where FeRFA and delegates/candidates have a personal relationship which could weaken the assessment, testing, training and therefore the integrity of certificates, cards and outcomes.
- 1.4 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.

2.0 Disclosure

- 2.1 It is the duty of all representatives to disclose any actual or potential conflict of interest. Any employee who believes they have a conflict or potential conflict of interest should inform secretariat@ferfa.org.uk

The record of disclosure shall cover:

- the type of potential conflict;
- the nature of the activity;
- a description of all parties involved;
- the potential financial interests and rewards; and
any other information which the employee feels necessary to evaluate the disclosure.

3.0 Evaluation

- 3.1 In the light of any disclosure, the CEO will be informed.



- 3.2 After appropriate evaluation, it may be determined that a proposed or ongoing agreement and the individual personal interests show no conflict or apparent conflict and are acceptable without further review.
- 3.3 It may be determined that some questions of propriety requiring a higher level of review have been identified. For each situation, the conflict register must be completed to demonstrate due diligence has been exercised and the conflict managed.

