



Conflicts of Interest Policy

Date adopted: 01/08/2019

All staff, managers, and directors of Engineers Academy LTD ("the Engineers Academy", "the Organisation") will strive to avoid any conflict of interest between the interests of the Engineers Academy on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of any conflicts of interest.

The purpose of this policy is to protect the integrity of the Engineers Academy decision-making processes, enabling stakeholders to have confidence in the Organisation's integrity, and to protect the integrity and reputation of their staff, managers, and directors.

Examples of conflicts of interest include:

- 1 A staff member, manager, or director who is also a user who must decide whether fees from users should be increased.
- 2 A manager, or director who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A staff member, manager, or director who is also a staff member, manager, or director of another organisation that is competing for business from a similar target audience.
- 4 A staff member, manager, or director who owns shares in another organisation that is competing for business from a similar target audience.

Upon appointment, all staff, managers, and directors will be required to disclose any interests, such as relationships, posts held, and other business / commercial interests, that could potentially result in a conflict of interest with the Engineers Academy. This disclosure will be kept on file and will be logged on the '*EA - Conflicts of Interests Register*'. Staff, managers, and directors must also make the Organisation aware of any changes that may result in a conflict of interest.

Additionally, in the course of meetings or business activities, staff, managers, and directors must disclose any interests in a transaction or decision where there may be a conflict between the Organisation's best interests and their own interests, or a conflict between the best interests of two organisations that the individual is involved with.

After disclosure, the individual may be asked to leave the discussion and may not be able to take part in the decision, depending on the judgement of the other staff, managers, and / or directors present at the time. Any such disclosure and the subsequent actions taken will be logged on the '*EA - Conflict of Interests Register*'.

This policy is meant to supplement good judgment. As such, staff, managers, and directors should respect its spirit as well as its wording.