

AI Mashreq Training

Conflict of Interest Policy

Purpose

The purpose of this policy is to ensure that the activities and decisions of AI Mashreq Training are conducted impartially and to protect our integrity and reputation.

Scope

This policy applies to all employees, contractors, consultants, and members of the governing body of AI Mashreq Training.

Definition of Conflict of Interest

A conflict of interest occurs when a staff member's personal interests, relationships, or activities could influence or appear to influence their ability to perform their duties impartially and in the best interests of AI Mashreq Training.

Examples of Conflicts of Interest

- Holding a financial interest in a company that is a competitor, supplier, or client of AI Mashreq Training.
- Accepting gifts, favors, or hospitality from individuals or organizations could influence decision-making.
- Engaging in outside employment or consultancy work that conflicts with the interests of AI Mashreq Training.
- Having a close personal relationship with a candidate, vendor, or client that could affect impartial decision-making.

Identification and Disclosure

- Staff members must:
- Disclose any potential or actual conflicts of interest as soon as they become aware of them.
- Notify their supervisor or the designated ethics officer of any new potential conflicts of interest that arise during their tenure.

Recording of Conflicts

It is imperative that all disclosed conflicts of interest are meticulously recorded. A designated register, maintained by the ethics officer, will be utilized to ensure thorough documentation and oversight of all conflicts of interest. This measure is crucial to uphold the integrity of our operations and to comply with audit requirements.

Declaration of Significant Potential Conflicts of Interest

Any significant potential conflicts of interest that could impact the quality of learning or assessment must be promptly declared to the Chartered Insurance Institute (CII). This ensures that all potential biases are transparently addressed and mitigated, maintaining the highest standards of educational quality and compliance with awarding body regulations.

Management of Conflicts of Interest

- The conflict will be reviewed by the staff member's supervisor or the designated ethics officer.
- Appropriate actions will be determined to manage or mitigate the conflict, such as recusal from decision-making or reassignment of duties.
- All actions taken to address the conflict will be documented.

Non-Compliance

Failure to disclose a conflict of interest or comply with this policy may result in disciplinary action.

Review

This policy will be reviewed annually and updated as necessary.

Approved By:



Hasan Ali

20 July, 2024