



Kensington College of Business Conflict of Interest Policy

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Next Review Date: July 2019
Reviewed By: Academic Board



Kensington College of Business Conflict of Interest Policy

Purpose

In order to protect staff members and Kensington College of Business from compromise, it is both necessary and helpful to settle a policy to deal with conflict of interest.

Where a College Member has a conflict of interest, they have a duty to disclose it and take appropriate action.

Scope and Definition

The Conflict of Interest Policy applies to all Kensington College of Business members, which include, but is not exhaustive to:

- Full time and part time staff employed by the College, and those engaged as a member of a subsidiary company of the College
- Someone affiliated to the College, visiting academics and committee members
- External members of any of the College's committees

A conflict of interest may be perceived, potential or actual:

- Perceived conflict of interest: where a reasonable person would consider a likely compromise
- Potential conflict of interest: a situation that may or could develop into an actual conflict of interest

Pecuniary interests

Relating or consisting of monetary interest

A staff has a pecuniary interest where there is a likelihood that there will be a financial gain to the member of staff

Personal Interest

A conflict of interest is where a College Member has an interest which may compromise their obligation to the College or to anybody with which the College has a relationship, or where the College staff/member has the opportunity to affect or influence a decision of the College.

Procedure

Where the conflict of interest relates to a College Member's role on a College Committee, in which aspects of the agenda may relate to the College Member, the College Member must disclose the conflict of interest to the Committee at the start of the meeting.

Where the College Member is a Head of Department or Programme Leader, disclosure of conflicts of interest must be made in writing to the Principal of the College; in accordance with procedures, a cause of action must be decided, signed and placed on record in the College member's personal file. Thereafter, it is the College member's responsibility to comply with the agreed cause of action. Should the Principal be placed in a conflict of interest situation he must disclose this to the Board of Directors.



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Where a conflict of interest involves or concerns a student registered with the College, the College Member must specifically disclose such a conflict of interest.

Failure to disclose a conflict of interest

Where a College Member fails to disclose an interest, this may constitute misconduct, and may result in disciplinary action.

Example of conflict of interest

Where a member of the teaching staff is assessing a student who is a family relation or there is a personal relationship between the parties.

Where a member is in a position to influence directly or indirectly College business, research or other decisions that could lead to personal gain for them, their family or others.



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Appendix A: Conflict of Interest Form

Institution Name:	Kensington College of Business			
Name of Employee:				
Position:				
Pecuniary interests	Details of Interest			
Current employment/s				
Businesses (of which I am a partner or sole proprietor)				
Company directorships – details of all companies of which I am a director				
Charity trusteeships – details of all companies of which I am a trustee				
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management				
Gifts or hospitality offered to you by external bodies while acting in your position as a staff and whether this was declined or accepted in the last 12 months				
Contracts offered by you for the supply of goods and/or services to the College				
Any other conflict of interest				
Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to Student/s/Staff/Partner Institution/Awarding Body				
Company directorships or trusteeships of Partner Institution/ Awarding Body				

I Mr/Mrs/Ms/Dr (Please Tick).....declare as a Staff/Lecturer/Director, that the information submitted above is accurate at the time of completion to the best of my knowledge.

Signature:	Date:
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Appendix B: Register of Interests



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Register of Interests

No:	Name of Staff	Role	Description of Interest	Relevant Dates		Has the Board been notified of the interest	Date of Disclosure	Steps taken by the Board in dealing with the conflict	Actions taken by the Staff to address the conflict
				From	To				
1.									
2.									
3.									
4.									
5.									
6.									
7.									