

CONFLICT OF INTEREST POLICY

Scope of the Policy

This policy is provided for Fenton Traffic Management Training customers, including learners and staff members (full time, part time or casual basis). who are using or delivering the courses and qualifications that Fenton Traffic Management Ltd offer

Location of the policy

This policy is available for all staff members, third parties and learners to access.

Communication of the policy

It is important that staff involved in the management, assessment and quality assurance of our qualifications and learners undertaking qualification with us are fully aware of the contents of the policy.

All individuals will be required annually to read and understand the Policy.

Review of the policy

Fenton Traffic Management Ltd will review the policy annually and revise it as and when required in response to customer and stakeholder feedback, changes in practices, actions required by LANTRA or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly. All conflicts of interest or potential conflicts of interest are managed and resolved and anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content.

Statement of Principles

Fenton Traffic Management Ltd is required to have in place a conflict of interest policy that enables us to identify, manage and mitigate conflict of interest. All staff and other individuals have a responsibility to be aware of the potential for a conflict of interest.

The purpose of this policy is to protect our integrity as a business and the integrity of our qualifications. The policy is also designed to protect our staff by providing guidance on handling possible conflicts of interest that may arise as a result of the Company's role as delivering courses.

This policy:

- defines what is meant by conflict of interest
- describes the role of conflict of interest in the context of working with, or for, an awarding organisation
- sets out the responsibilities for managing conflict of interest in the organisation.

Definitions of Conflict of Interest

A conflict of interest is a situation in which an individual, or organisation, has competing interests or loyalties. In the case of an individual, the conflict of interest could compromise or appear to compromise their decisions if it is not properly managed.

Conflicts of interest can arise in a variety of circumstances for example:

- When an individual has a position of authority in one organisation that conflicts with his or her interests in another organisation.
- When an individual has interests that conflict with his or her professional position.
- Where someone works for or carries out work on the Fenton Traffic Management Ltd's behalf but may have personal interests – paid or unpaid – in another business.
- Where someone works for or carries out work on the Fenton Traffic Management Ltd's behalf, who has friends or relatives taking assessments or examinations.

Accountability and Responsibility

The ultimate responsibility for the Conflict of Interest policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Fenton Traffic Management leadership team.

The most important feature of the policy is the requirement that an individual disclose any activity that might give rise to a potential conflict of interest. If there is any doubt whether or not it represents a conflict of interest it should be reported.

The individual and manager are equally responsible for ensuring that the issue is documented carefully.

An individual may wish to raise concerns relating to conflict of interest directly with senior management. This may be done in confidence and they are entitled to receive a response to their concerns.

Fenton Traffic Management will ensure that all members of staff declare any interest for friends or family sitting examinations.

Any potential or actual conflict of interest must be documented by the examiner/assessor or provider. The provider must either resolve the issue or, for issues that cannot be resolved at this level, report the issue to LANTRA.

The Provider will begin an investigation of any issues identified within 48 hours. A preliminary report will be made available to the LANTRA if required within 5 working days.



Signed
Tony Bayford
Managing Director

Date: 18th April 2023