

# Conflict of Interest Policy

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# Conflict of Interest Policy

## Table of Contents

Overview .....	3
Scope .....	3
Aims of this Policy .....	3
Consequences of a breach of this policy .....	3
What is a Conflict of Interest .....	3
Procedures to be followed to identify possible conflicts .....	4
Procedures to be followed in the event of an unforeseen conflict of interest arising.....	4
Overlap with other Trinity policies .....	4
Retention and storage of personal data .....	5
Change History .....	5
Change Approval .....	5

## **Overview**

Trinity College London ('Trinity') requires all its employees, workers and third parties providing services to Trinity, to carry out their duties and activities associated with their work with the utmost integrity and professionalism, which includes the avoidance of situations giving rise to actual or potential conflicts of interest. This policy sets out the expectations regarding real and potential conflicts of interest. The Conflicts of Interest Procedure set out below and the Declaration of Conflicts of Interest Form located on the Navex platform should be followed and completed to mitigate the risk of a possible conflict of interest arising.

## **Scope**

This policy applies to:

1. All Trinity employees and workers on the payroll and all contractors, agency or temporary workers.
2. All consultants and other service providers engaged by Trinity in the development, delivery or award of its qualifications and examinations.

The policy does not apply to Governors. A separate policy and procedure are in place to manage conflicts of interest at board level which are administered by the Company Secretary in accordance with the company's Articles of Association.

## **Aims of this Policy**

This policy is designed to ensure that work is carried out for or on behalf of Trinity that is free from improper influence and is independent, fair and devoid of bias.

All persons to whom this policy applies must avoid making decisions or handling matters where they have an interest that might influence, or be perceived to influence, their judgment. They must also avoid putting themselves in a position where there is or may be a conflict between the duties required, as set out in their contract with Trinity and their own private interests.

## **Consequences of a breach of this policy**

Compliance with this policy is mandatory. Breaches may result in:

1. Disciplinary proceedings up to and including dismissal for employees.
2. Immediate termination of contract for a worker, consultant, contractor or other service provider.

## **What is a Conflict of Interest?**

Guidance for Condition A4 of the Ofqual General Conditions of Recognition states that a conflict of interest exists where:

1. The interests of an awarding organisation in any activity undertaken by it, on its behalf, or by a member of its group have the potential to lead it to act contrary to its interests in the development, delivery and award of its qualifications;
2. A person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to their interests in that development, delivery or award;

3. An informed and reasonable observer would conclude that either of these situations is the case.

Put simply, a conflict of interest is a private interest which might influence a person's judgment in carrying out their contractual duties for an awarding organisation and thereby undermine the actual or perceived independence and integrity of that awarding organisation.

### **Identifying possible conflicts**

#### **Employees and Workers**

- Contracts of employment and contracts with workers contain an express clause prohibiting employees and workers from having any conflicts of interest with Trinity in relation to the work they are undertaking for it.

Potential conflicts of interest may include but are not limited to:

- **A personal relationship, such as a close relationship with a colleague, contractor, client, customer or supplier.** We need to ensure that all decisions made in relation to employment are transparent, free from bias, favouritism or prejudice.
- **A company which has a contractual relationship with Trinity.** We need to ensure that all decisions made in relation to employment are transparent, free from bias, favouritism or prejudice. We also need to ensure that there is a clear separation of duties in the way that we deliver examinations so we can uphold impartiality of our processes.
- **Access to confidential information, for example information which is confidential to a client or third party or is legally privileged.** We need to ensure that access to confidential information relating to a third party is not used inappropriately to influence their decision-making processes or to gain an unfair personal advantage. Therefore, we need you to be transparent about when you have access to confidential information about a third party (which Trinity does not have access to) if it relates to a third party with which Trinity is doing, or wishes to do, business.
- **Any other relationship that makes you beholden to another.**

If an employee or worker finds that circumstances have changed since entering into their contract with Trinity or since submitting their annual Declaration of Conflicts of Interest Form, they must update their Declaration of Conflicts of Interest Form on the Navex platform and inform the Chief People & Culture Officer or, in the case of workers, the Senior Manager, Panel Management & Deployment of any potential conflict as soon as possible.

#### **Contractors, Consultants and other Service Providers**

- Individuals who are service providers will either be prohibited from having any conflicts of interest with Trinity in their contract of services or, where a conflict cannot be avoided, will be required to declare any conflicts of interest (using the Declaration of Conflicts of Interest Form) at the time of entering into their contract.

If a service provider finds that their circumstances change after entering into their service contract with Trinity, they should inform their first point of contact at Trinity of any potential conflict and complete the Declaration of Conflicts of Interest Form as soon as possible.

- All employees, workers, contractors, consultants and other service providers will be required to re-confirm their conflict of interest status annually and/or whenever they enter into a new Master Services Agreement with us.

### **Procedures to be followed in the event of an unforeseen conflict of interest arising**

Where you encounter an unexpected actual or perceived conflict of interest, you need to raise it immediately with your manager or first point of contact at Trinity (as applicable) and, in any event, *before you conduct the activity affected by the conflict of interest*. For example, if you are an examiner out on tour and find yourself presented with a candidate that you are related to or is otherwise linked to you through a personal or professional connection, you should raise this conflict immediately with the Panel Member & Deployment Team and/or the National Representative in the territory. Where you discover the existence of an actual or possible conflict of interest after the activity to which the conflict might apply has taken place, you will again need to inform your manager or first point of contact (as applicable) at Trinity immediately. You will be asked to make a record of the activity and the fact that you were unaware at the time of any conflict of interest and provide details of when and how you became aware of the conflict.

### **Overlap with other Trinity policies**

Conflicts of interest fall within the scope of a number of Trinity's other policies and anybody who thinks they have a conflict of interest should also refer to:

1. Trinity's [Code of Conduct](#) which covers personal relationships between members of staff.
2. Trinity's [Anti-Bribery and Corruption Policy](#) which set out Trinity's stance on bribery and corruption for Trinity's employees and independent service providers.
3. Trinity's [Gifts and Hospitality Policy](#), which sets out Trinity's position on accepting gifts and hospitality for employees, contractors and consultants.

### Retention and storage of personal data

All personal data collected as part of this policy will be always stored securely, in accordance with Trinity's Data Protection Policy and Privacy Statement, which can be viewed [here](#).

### Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
0.3	2022-04-05	Executive Director, Quality and Standards	Policy updated and procedure removed, to be included in a separate Procedure document
0.4	2023-06-06	Chief People & Culture Officer	Minor amends to policy to reflect the change of status for Examiners.
0.4	2024-04-02	Executive Director, Quality and Standards	Very minor grammatical amendments
0.5	2024-03-24	General Counsel	Minor updates

### Change Approval

The changes to this document have been approved by the following personnel:

Version	Date	Approver
0.3	2023-06-12	Policy Management Group
0.4	2024-04-02	Policy Management Group
0.5	2025-03-25	Policy Management Group