



# CONFLICT OF INTEREST POLICY

<b>Policy Owner</b>	<b>Compliance Manager</b>
<b>Approved By</b>	<b>Registrar</b>
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## 1.Introduction

B-TIC is highly responsible to maintain and improve the quality of the Qualifications delivery as per the standard and recommend of the Awarding Bodies.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Awarding Bodies and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following products:

B-TIC Campus



## 3. Audience

This document is for use by the following:

- a.B-TIC Staff
- b.Learners

Relevant Policies to be used in conjunction with,

- 1.B-TIC Appeal and Complaints Policy
- 2.B-TIC Academic Misconduct Policy
- 3.B-TIC Malpractice and Maladministration Policy
- 4.B-TIC Data Protection Policy
- 5.B-TIC Glossary of Terms

## 4. Definitions

<b>Compliance Committee</b>	A committee consisting the Compliance Manager and relevant department Members.
<b>Conflict of Interest</b>	Actual, potential or perceived conflicts between the official responsibilities of a Member of B-TIC in a position of trust and any other interests the particular individual may have for personal gain or damages B-TIC.
<b>Members</b>	All member of Academic Staff, Non-Academic Staff, Associates, Assessors, Internal Verifiers, and External Verifiers and Freelance Consultants of B-TIC are Members.
<b>Relatives</b>	A Member of one's relatives (1) a spouse; (2) a child, grandchild, parent, grandparent, sibling, uncle, aunt, nephew, or niece, or the spouse of any such person; (3) a person having a step-relationship described in (2) above; (4) a parent-in-law or a brother- or sister-in-law; or (5) any other person who resides in the same household as the trustee, officer, or employee.

## 5. Policy Statement

### 5.1. General

The Conflict of Interest Policy builds on our commitments to ensure that personal interests of any Member do not influence our business, ethics, processes, judgments or/and decision-making.

B-TIC shall handle Conflict of Interest situations in a professional and ethical manner to avoid the damages to all interest and reputation of B-TIC, Awarding Bodies and Regulators in every way possible.

B-TIC shall have a mechanism to identify, avoid and disclose Conflicts of Interest as an important part of demonstrating objectivity and integrity when executing responsibilities and duties at B-TIC.

Members shall affirm the accountability and responsibility to disclose to Compliance Manager of any potential Conflict of Interest which he/she believe may contravene or act against the interests of this Policy.

A Member who is considering in engaging in activities that may be a Conflict of Interest with respect to their involvement or commitment to B-TIC are required to seek approval from the management prior to engaging in such activities.

Disclosure shall include nature of potential conflict, the nature of the activity, a description of all parties involved, the potential financial interests, rewards, damages, Policy violations, legal breach and all the other facts and information that the Member feels necessary for evaluation.

Should the Compliance Manager believe Member(s) are involved in a Conflict of Interest, then they are expected to disclose using “Conflict of Interest Disclosure Form” in writing of the relevant interests or an explanation that no Conflict of Interest exists.

Since the possibilities for Conflict of Interest are almost limitless and all cannot be covered in procedures, B-TIC Members are expected to conduct themselves at all times with the highest ethical standards in a manner which will bear the closest scrutiny and are responsible for seeking guidance before embarking on activities which might be Conflict of Interest.

Any disclosure made under this Policy shall be protected under B-TIC Data Protection Policy.

## **5.2. Conflicts of Interest are Likely to Rise in a Variety of Circumstances**

When a Member has authority in one organisation that conflicts with his or her interests in another organisation.

When a Member has interests that conflict with his or her professional position in B-TIC.

While Members carry out work on behalf of B-TIC with personal interests – paid or unpaid – in another organisation.

Where members carry out work on behalf of B-TIC who has friends or relatives studying at B-TIC.

### 5.3. Disclose Conflict of Interest

Having a Conflict of Interest is not necessarily wrong. However, Members are required to disclose to management any actual, potential or perceived Conflicts of Interest. Disclosure must take place as soon as the Member identifies that they may be in a Conflict of Interest situation.

B-TIC is expected to:

- a. Create an environment where Members feel safe to discuss and disclose any potential Conflicts of Interest;
- b. Lead by example, demonstrating compliance with this Policy at all times;
- c. Inform their Members about this Policy and the importance of it;
- d. Treat the information disclosed by the Member with appropriate confidentiality and without bias;
- e. Serve as primary point of contact for Members and provide guidance with respect to Conflicts of Interest;
- f. Respond swiftly when they receive a disclosure and treat the Member's disclosure sensitively, respecting privacy concerns in particular;
- g. Evaluate risks to B-TIC, Awarding Bodies and Regulators of disclosed Conflicts of Interest and decide on actions needed to ensure disclosed conflicts of interest risks are addressed appropriately and
- h. Have a continual dialogue and support mitigation actions plans and ensure that the Conflict of Interest is remediated.

### 5.4. Procedure

Compliance Manager is responsible for taking immediate and appropriate action when they become aware of violations of the Policy.

The Compliance Manager may need to consult relevant departments (forming a Compliance Committee) to evaluate disclosures.

It is the Member's responsibility to disclose Conflicts of Interest situations to the Compliance Manager using "Conflict of Interest Disclosure Form" as soon as they arise and ensure that they complete any agreed upon actions to eliminate or mitigate the Conflict of Interest.

**Click to download the CONFLICT OF  
INTEREST DISCLOSURE FORM**



After appropriate evaluation, the Compliance Manager may find that the disclosure show no conflict or apparent conflict and are acceptable without further review.

Conversely, the Compliance Manager may determine that a given situation raises some questions that requires a higher level of review. For each situation, the Compliance Manager shall record his or her determination that the situation either is acceptable, unacceptable, or requires review at a higher level.

### **5.5. Managing Conflicts**

In most cases, if the conflict is unmanageable, the Member will be prevented from undertaking specific activities.

The relevant Member shall withdraw from any activities, which may be affected by the conflict when a Conflict of Interest has been disclosed.

Any Member fails to withdraw themselves after declaration are subject to disciplinary action.

***End of Policy***

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of this document.**



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