



# 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 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.

*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

### **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.

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.