**Conflict of Interest Policy**

## **Policy brief & purpose**

The Tutorial Foundation Conflict of Interest Policyrefers to any situation where an employee’s personal interest might contradict or conflict with the interests of The Tutorial Foundation. This is an unwanted circumstance as it may have heavy implications on the employee’s judgement and commitment to The Tutorial Foundation, and by extension to the realization of its goals.

This policy outlines the rules regarding conflicts of interest and the responsibilities of employees and The Tutorial Foundation in resolving any such discrepancies.

## **Scope**

The Tutorial Foundation Conflict of Interest Policy applies to all current or prospective employees of The Tutorial Foundation, as well as independent contractors and persons acting on behalf of the school including members of the Advisory Board.

All aforementioned employees are to confirm in writing on an annual basis that they have read this policy and comply with its requirements.

Advisory Board members are prohibited from voting on occasions where they have or disclose a conflict of interest.

## **Policy elements**

The relationship of The Tutorial Foundation with its employees is based on mutual trust. As The Tutorial Foundation is committed to preserving the interests of its business including clients and employees, it expects employees, including contractors and Advisory Board members to act in The Tutorial Foundation’s interests and to declare if they have a conflict or potential conflict.

A Conflict of Interest may occur whenever an employee’s interest in a particular subject is at variance with the interests of The Tutorial Foundation and may lead employees into actions, activities or relationships that undermine the business of The Tutorial Foundation which place it at a disadvantage or damage its reputation.

### **What is a conflict of interest?**

A conflict of interest may take many different forms, which include, but are not limited to, the following:

* Employees’ using their position with The Tutorial Foundation to their personal advantage
* Employees engaging in activities that will bring direct or indirect profit to a competitor
* Employees owning shares of a competitor’s stock
* Employees using connections obtained through The Tutorial Foundation for their own private purposes
* Employees using Tutorial Foundation equipment or means to support an external business
* Employees acting in ways that may compromise the Tutorial Foundation’s legality (e.g. taking bribes or bribing representatives of legal authorities)

**Documentation of Conflicts and Potential Conflicts of Interest**

It is each individual’s responsibility to ensure that if a conflict of interest exists details are documented and referred to management so that appropriate actions may be taken. Line managers must be aware of the potential for conflict of interests of those under their care.

The responsibility of resolving a conflict of interest starts with the individual and their immediate supervisor and may involve senior management. All conflicts of interest will be resolved as fairly as possible. The Advisory Board has the responsibility of the final decision when a solution cannot be found.

Employees are advised to ensure that personal and/or financial interests and external activities DO NOT conflict with The Tutorial Foundation’s interests.

## **Disciplinary Consequences**

In cases when a conflict of interest is discovered to have been deliberately concealed, disciplinary action may be invoked up to and including termination and in extreme circumstances may lead to legal action.

Policy Sign off and review

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|  | By whom | Date |
| Policy signed off by | Julia Low | 01.02.2020 |
| Reviewed by | Marion Veal | 05.11.2020 |
| Next Review By | Julia Low | 31.10.2021 |