

# Conflict of Interest Policy

## Policy

This policy applies to all individuals working, directly or indirectly, for or on behalf of Energy & Utility Skills and the National Skills Academy for Power, (for the avoidance of doubt, this includes all contracted third parties, associates and technical experts) and all individuals working for, or on behalf of, our stakeholders and customers, approved providers, approved trainers or approved assessors – or any of their employees or contracted third parties.

All such individuals are collectively referred to in this policy as 'individuals'.

## Scope

This policy covers conflict of interest for all Energy & Utility Skills and the National Skills Academy for Power schemes, programmes and endorsed training programmes including all tests and assessments.

This policy sets out the responsibilities on all individuals in support of our Quality Framework, processes, policies and contractual arrangements; it also sets out how conflicts of interest will be managed and reported by Energy & Utility Skills and the National Skills Academy for Power.

## Definition of a Conflict of Interest

For the purpose of this policy, a conflict of interest is defined as a situation in which an individual, or organisation, has, or may be perceived to have –

- Competing interests or loyalties which could lead to a potentially subjective, biased or corrupt decision being made by that individual or organisation

Examples of perceived or potential conflicts of interest could be:

- where individuals within an approved provider (such as a trainer, assessor or someone responsible for internal quality assurance) and another individual have a personal relationship or are related
- being offered or accepting discounts on services where such transactions may also be construed as bribery
- where an individual has a personal interest or takes on additional paid or voluntary work within, or on behalf of, another organisation which uses Energy & Utility Skills or the National Skills Academy's schemes, programmes or endorsed training programmes

In any situation where an individual or organisation is uncertain whether there is a potential or perceived conflict of interest, advice and guidance should be sought from the Quality Manager at Energy & Utility Skills.

## Mitigation against Conflicts of Interest

All individuals and organisations involved in the delivery, assessment or quality assurance of Energy & Utility Skills and the National Skills Academy for Power's schemes, programmes and endorsed training programmes must be able to demonstrate that they are able to identify potential conflicts of interest and have systems in place to manage the conflict of interest and mitigate against any adverse risk.

## Disclosure of a Conflict of Interest

The following outlines the responsibilities of individuals and organisations in disclosing and resolving the conflict(s).

The disclosure should include:

- A description of the perceived or potential conflict of interest
- The nature of the conflict
- Names of all individuals or organisations involved
- Perceived or potential financial interests and rewards (if appropriate)
- Any other information

We appreciate that you may wish to make a disclosure in confidence – if this is the case refer to our Whistleblowing Policy available on our website.

After our review of the disclosure, it may be determined that there is no conflict of interest and no further review or action is required.

A perceived or potential conflict of interest should be disclosed, in writing, to Energy & Utility Skills' Quality Manager:

**Email:**  
[quality@euskills.co.uk](mailto:quality@euskills.co.uk)

**Phone:**  
0121 745 1310

You have the right to appeal against any decision we impose and information on how to do this can be found in our Appeals and Enquiries about Results Policy.