

## **Constructing Equality Ltd Conflict of Interest Policy**

All staff, consultants, management and directors of Constructing Equality Ltd will strive to avoid any conflict of interest between the interests of Constructing Equality Ltd on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of Constructing Equality Ltd.'s decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of staff, consultants, management and directors.

Examples of conflicts of interest include:

- 1 A consultant who is separately contracted to / employed by a Constructing Equality Ltd client for other professional services that they are being assigned to work on a contract for.
- 2 A consultant who is related to a member of staff and there is decision to be taken on workload allocation or weighting.
- 3 A consultant who is separately contracted to work for / employed by a Constructing Equality Ltd competitor who also offers Be Fair Assessment but is contracted for services other than Be Fair Assessment.
- 4 A consultant who has shares in a business that they may be assigned to assess.

Upon appointment each consultant will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of assigning of assignments, meetings or activities, consultants will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the consultant's best interests or a conflict between the best interests of two organisations that the consultant is involved with.

After disclosure, consultants understand that assignments may be reallocated or, as appropriate, they may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other staff, managers, directors and consultants present at the time.

Any such disclosure and the subsequent actions taken will be noted in the assignment logs, minutes and referred to the Be Fair Licenser where appropriate.

This policy is meant to supplement good judgement, and staff, consultants, managers and directors should respect its spirit as well as its wording.

Date Adopted: 01.06.14