

<b>PROVIDER NAME:</b> CCT College Dublin (CCT)		
<b>POLICY AREA:</b> Standard 8: Quality Assurance of Teaching Staff & Human Resources		
<b>Policy and Procedure Title:</b> Conflict of Interest	<b>Policy No:</b> CCTP806	<b>Version:</b> 2.0
<p><b>Policy Statement</b></p> <p>The policy is intended to address scenarios where potential actual or perceived conflicts of interest may arise, and to establish procedures whereby such conflicts may be avoided or properly managed.</p> <p>It is the policy of the college to operate in accordance with the obligation to manage or avoid ethical, legal, financial or other conflicts of interest, and to ensure that the activities of the College, its representatives, or appointed or contracted third parties adhere to and comply with this obligation.</p> <p>The policy applies to all staff, faculty, employees and contractors and must also be brought to the attention of consultants, external examiners, panel members and other such parties as may be deemed appropriate by the Dean of Academic Affairs or College President.</p> <p>The education of students, analysis and interpretation of research results, hiring of staff, procurement of materials or services and other duties of the College or its employees must be free from undue influence by outside interests.</p> <p>Full-time employees of the college are expected to accord their primary professional loyalty to the college and to arrange outside obligations, personal interests and activities so as not to conflict with their over-riding commitment to the college. For this purpose, references to personal interests and/or personal gain include monetary or non-monetary interests or gains and include those of his/her spouse, parents, siblings and business partners and any company controlled by any of the foregoing or any two or more of them together.</p> <p>Part-time employees of the college are expected to make a commitment to the college consistent with the terms of their employment and are expected to arrange outside obligations and activities so as not to conflict with their contracted commitment to the college.</p> <p>Third parties such as consultants, external examiners and panel members are expected to declare any potential, actual or perceived conflicts of interest they may prevent them from fulfilling the role for which they are being sought. In particular, external examiners and potential panel members are required to confirm their independence and impartiality and any interests that may be perceived as influencing decisions they may make in respect of CCT and its business activities.</p>		
<p><b>Staff Involved</b></p> <p>All full time and part time staff, external examiners, panel members and consultants utilised by the College</p>		
<p><b>Definitions</b></p> <p>The term "Conflict of Interest" refers to a conflict between the duties of an individual in relation to the College on the one hand and his/her personal / employment / business / financial interests on the other.</p> <p>A <b>conflict of commitment</b> is considered to be a conflict of interest for the purposes of this policy. A conflict of commitment occurs when the commitment to external activities of a staff member adversely affects his or her capacity to meet college responsibilities. This form of conflict is recognised by a perceptible reduction of the time and energy devoted by the individual to college activities.</p>		

Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<p><b>Staff and Contractors</b></p> <p>1. All employees and potential employees receive this policy document, the Code of Conduct for all employees, and an employee handbook prior to commencement at the College, along with their draft contract of employment. In all cases the employee must disclose in writing and discuss any potential conflicts with the Departmental Head / College President:</p> <ul style="list-style-type: none"><li>• prior to the commencement of their commitment, or</li><li>• when circumstance change in a way that gives rise to conflict.</li></ul> <p>2. CCT requires that the disclosure be made in writing by the employee / potential employee, by completing the Declaration of Potential Conflict of Interest form, CCTF144</p> <p>3. The College President or Dean of Academic Affairs will advise on how potential conflict can be managed. In many cases the simple disclosure of a potential conflict in writing, will in itself be sufficient. In a minority of cases where the potential conflict is deemed serious and cannot be effectively managed, it may be necessary to discontinue one of the conflicting activities.</p> <p>4. Only where deemed necessary by the college President, a written record of the conflict of interest and action taken to minimise the conflict will be retained on the personnel file of the employee concerned.</p> <p>5. The College President has the authority to issue binding instructions with regard to the management of the conflict, in compliance with Irish Law.</p> <p>6. If a conflict is alleged to have adversely affected the conduct of an employee's College responsibilities, the College's disciplinary procedures may be activated (please see the Employee Handbook of CCT for full description of College Rules and Disciplinary Procedures for Staff).</p> <p>7. In the course of considering cases of conflict of interest or potential conflict of interest, consultation with relevant parties including members of senior management, HR consultants and legal representatives may take place as appropriate.</p>	<p>Staff member Head of Department College President</p> <p>President Dean of Academic Affairs</p>	<p>Completed Declaration of Potential Conflict of Interest forms (CCTF144)</p> <p>Records of correspondence between CCT and staff member suspected of conflict of interest</p> <p>Minutes of Academic Council and/or Senior Management Team meetings, discussing any Conflict of Interest cases arising</p> <p>Records of correspondence between CCT and external HR consultants, where applicable</p> <p>All written records from the conflict being reported or highlighted, to how the conflict was resolved</p>

<p><b>External Examiners and Panel Members</b></p> <p>As part of the appointment of external examiners and potential panel members for programme review and revalidation, this policy and the appropriate form must be issued for completion by the relevant parties.</p> <p>Where potential, actual or perceived conflicts of interest are declared these must be brought to the attention of the Dean of Academic Affairs who will consider the impact and implications and determine the appropriate course of action. Where appropriate, the Dean of Academic Affairs will consult with QQI.</p> <p>Completed declarations of conflict of interest will be retained by the QA Officer as part of the external examiner / panel member records. Records will be securely destroyed once the retention period has been reached. External Examiner records are normally retained for the duration of the tenure. Panel member records are retained until the completion of the panel process.</p>			School Manager	
			Dean of Academic Affairs	
			QA Officer	
<b>Monitoring</b>				
<b>Monitor (Job Title)</b>	<b>Frequency</b>	<b>Monitoring Method(s)</b>		
Dean of Academic Affairs College President School Manager QA Officer	Ongoing reviews throughout the academic year  Annual review for full academic year  Upon appointment of external examiners / panel members	<ul style="list-style-type: none"> <li>- Review of completed Declaration of Potential Conflict of Interest forms</li> <li>- Review of records of correspondence between CCT and staff member suspected of conflict of interest</li> <li>- Review of minutes of Academic Council and/or Senior Management Team meetings, discussing any Conflict of Interest cases arising</li> <li>- Review of records of correspondence between CCT and external HR consultants, where applicable</li> <li>- Review of all written records from the conflict being reported or highlighted, to how the conflict was resolved</li> </ul>		

## POLICY CONTROL SHEET

<b>Policy Title</b>	Conflict of Interest
<b>Responsible Officer(s)</b>	College President, Dean of Academic Affairs
<b>Issuance Date</b>	August 2018
<b>Effective Date</b>	August 2018
<b>Last Review Date</b>	July 2019
<b>Supersedes</b>	Version 1.0
<b>Next Review Date</b>	August 2024
<b>Designated Reviewer</b>	Dean of Academic Affairs
<b>Scope</b>	Internal staff (full and part time); External (Examiners, panel members & Consultants)

### Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, Registrar
Version 2.0	April 2018	Updated to reflect requirements relating to external examiners and panel members	Dean of Academic Affairs	Academic Council

### References upon which the Policy section is based

<b>CCT Policy area</b>	Policy for Quality Assurance
<b>Statutory &amp; System Wide Basis</b>	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Core Statutory Quality Assurance Guidelines
<b>Related CCT Policies / Forms</b>	CCTF144 - Declaration of Potential Conflict of Interest forms CCTP803 – Code of Conduct CCTP403 – Programme Review and Revalidation