



## PoppyHarp CONFLICTS OF INTEREST POLICY

### **Overview**

PoppyHarp mandates that all employees, workers, and third-party service providers uphold the highest standards of integrity and professionalism in carrying out their duties, including the avoidance of situations that could lead to conflicts of interest. This policy outlines PoppyHarp's expectations concerning actual and potential conflicts of interest.

### **About this Policy**

PoppyHarp requires all its employees, volunteers, and third-party service providers to maintain the utmost integrity and professionalism in their roles, ensuring they steer clear of scenarios that may result in conflicts of interest. This policy outlines PoppyHarp's expectations regarding both existing and potential conflicts of interest.

### **Aims of this Policy**

This policy aims to guarantee that all work conducted for or on behalf of PoppyHarp is impartial, fair, and uninfluenced by improper factors. Individuals covered by this policy must refrain from making decisions or dealing with matters in which their personal interests could sway their judgment, either directly or in perception. Additionally, they must steer clear of situations where their contractual obligations to PoppyHarp conflict with their personal interests.

### **Consequences of a breach of this policy**

Adherence to this policy is compulsory. Non-compliance may lead to:

1. Disciplinary actions, including potential dismissal, for employees.
2. Immediate contract termination for workers, consultants, contractors, or other service providers.

### **What is a Conflict of Interest?**

In regards to awards, examinations and competitions at PoppyHarp we comply to guidance of condition of the Ofqual general Conditions of Recognition. This outlines situations where a conflict of interest may arise.

1. When the interests of an awarding organisation or its affiliated entities could potentially cause actions contradictory to the proper development, delivery and awarding of qualifications.
2. If an individual involved in the development delivery, or awarding of qualifications has personal interests in other activities that might influence their actions in those capacities.
3. When an impartial observer would reasonably conclude that either of these scenarios exists.

In simpler terms, a conflict of interest occurs when personal interests could sway an individual's judgement when fulfilling their contractual duties for an awarding organisation, undermining the organisation's independence and integrity.

### **Identifying possible conflicts**

Service providers must either agree to abstain from conflicts of interest with PoppyHarp, if unavoidable, must promptly notify their company director, Fran Barsby (info@poppyharp.com), of any potential conflicts.

Employment contracts and agreements with volunteers explicitly forbid any conflicts of interest with PoppyHarp concerning the work they perform. PoppyHarp requires you to inform company director Fran Barsby without delay.

For more information on PoppyHarp requirements and expectations of conflicts of interest please also view our policies on:

Code of Conduct

Anti-bribery Policy

Gifts Policy

Corruption Policy

### **Update History**

Fran Barsby 28/04/2024