CONFLICT OF INTEREST POLICY

All staff and Directors of NW Academy will strive to avoid any conflict of interest between the interests of the Organisation 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 the Organisation's decision-making process, to enable stakeholders to have confidence in the organisation's integrity, and to protect the integrity and reputation of staff and Directors.

Examples of conflicts of interest include:
1. A member of staff or Director who is related** to a member of staff and there is a decision to be taken on staff pay and/or conditions at a meeting.
2. A member of staff or Director who is involved with another organisation that is competing for the same funding or business.
3. A member of staff or Director who has shares in a business that may be awarded a contract to do work or provide services for the organisation or is a director, partner or employee or related to someone who is**.

Upon appointment, each member of staff or Director will make a full disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest.

In the course of meetings or activities, each member of staff or Director will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the member of staff or Director's best interests or a conflict between the best interests of two organisations that the member of staff or Director is involved with. If in doubt, the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interests arising for a Director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the un-conflicted Directors may authorise such a conflict of interests where the following conditions apply:

the Director who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
the Director who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Directors is present at the meeting;
the other Directors who have no conflict of interest in this matter consider it is in the interests of the Organisation to authorise the conflict of interest in the circumstances.

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Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment. Staff and Directors should respect its spirit as well as its wording.

The above is to be reviewed at appropriate intervals by NW Academy of English Limited to ensure a professional system for administering expenses is maintained.

*** A relative may be termed as a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Director or any person living with the Director as his or her partner'*

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Signed: 

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to

Francesca Giacomini-Operations and Marketing Director
francesca.giacomini@northwestacademy.net T: + 44 28 7137 0773