



Oriental Fine Arts Academy of London (OFAAL) ®

Founded: 1993, Registered Charity No: 1103602

Registered Trademarks CTM:013858519, 013858493

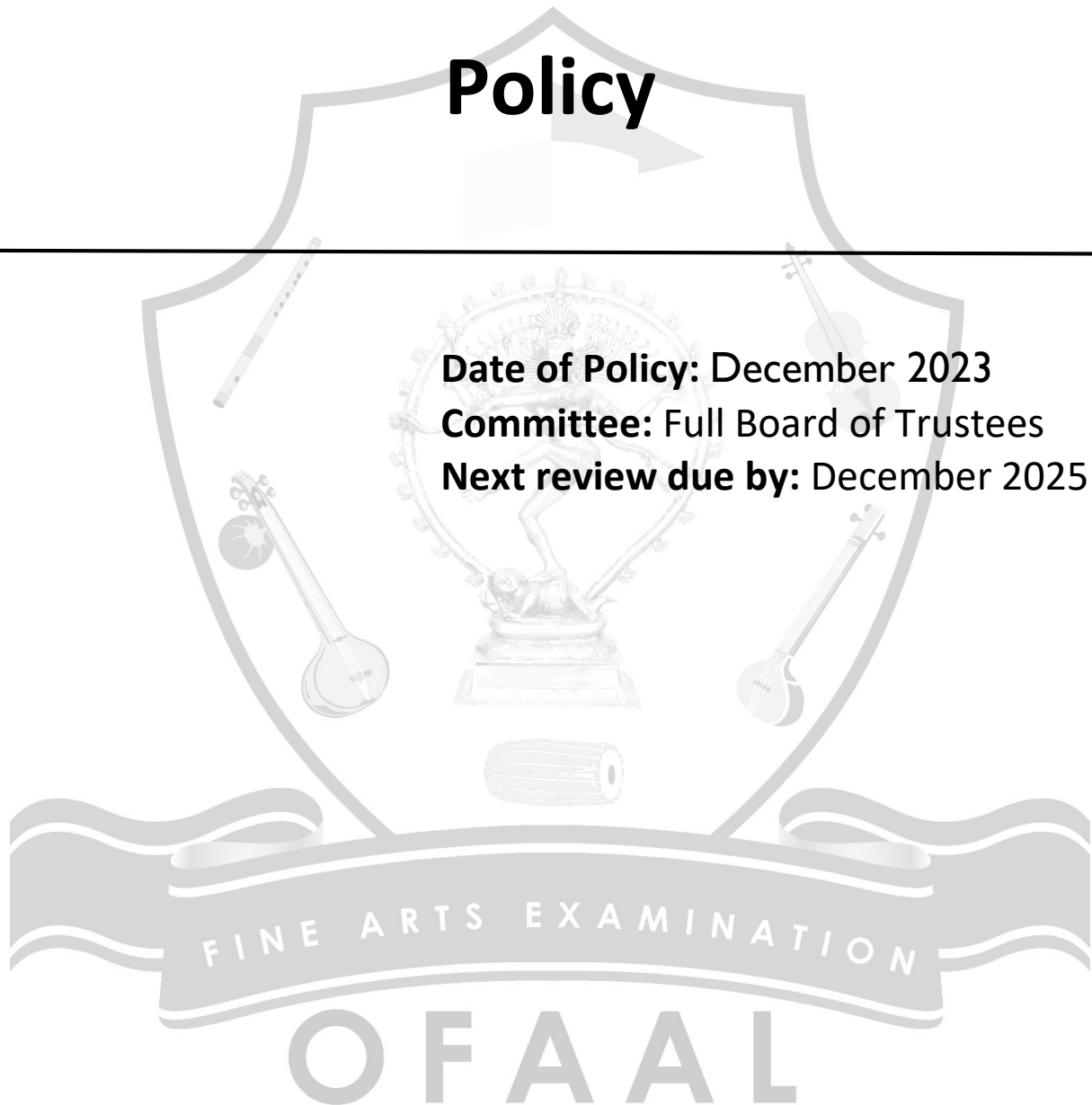


Conflicts of Interest Policy

Date of Policy: December 2023

Committee: Full Board of Trustees

Next review due by: December 2025



OFAAL will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to OFAAL's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

Conflicts of Interest Policy

This policy is set out to ensure that the work and contributions of OFAAL are free from improper influences and remains fair and unbiased. As such, individuals contributing to the cause of OFAAL must make sure that they are not conflicting their personal interests with the interest and goals of OFAAL and are not making decisions or driving the decisions under improper influences.

Scope

This policy applies to the board of trustees, music committee, examiners, centre coordinators, trainee examiners, examination invigilators, and OFAAL employees. All the above parties must comply with this policy.

Identification and Declaration of Conflicts of interests

OFAAL considers the following as the potential conflicts of interest

- a) A personal relationship, whether declared or not (including friendship, and family relationship)
- b) A contractual relationship (including close professional relationship, or being a tutor of the candidate for a subject that may or may not be of interest to the exam)
- c) A relationship where one individual is beholden to the other through gifts and/or hospitality,
- d) A notion of exchange of financial rewards or favours between the concerned parties.

With these being defined, OFAAL requires:

- a) The board of trustees, music committee, examiners, centre coordinators, trainee examiners, examination invigilators, and OFAAL employees must declare any potential conflicts of interest as soon as they are identified, in writing to the Governance Officer (governance@ofaal.org),
- b) All conflicts of interests are to be recorded and regularly updated by all
- c) All parties are obliged to raise any potential and identifiable conflicts of interest between different parties, such as:
 - i) Examiners and candidates
 - ii) Examination Appeals Investigation Committee and candidate
 - iii) Music committee and candidate
 - iv) Members of Trustees and any external service providers
- d) Dynamically identifying conflicts of interests and raising these with a member of the trustees or centre coordinators, such as an examiner finding out that she/he has been presented with a candidate while examining, that her/him is related to or is otherwise associated with.

Consequences of Breach

OFAAL has the full right to exercise the following upon identifying one or more individuals breaching this policy:

- a) immediate termination of contract with the employee or within the bodies of trustees or music committee or dismissal of the individual(s)
- b) disciplinary proceedings to seek appropriate financial damages, wherever relevant

Data Protection and Confidentiality

In line with the General Data Protection Regulation (GDPR), all personal data collected as part of the conflicts of interest policy will be stored securely in accordance with the OFAAL Data Protection Policy and Privacy Statement. Only authorised personnel will have access to this data.

