

## **Conflict Of Interest Policy**

### **Overview**

All persons employed or contracted by Goole Training owe a duty of fidelity to the Company. Instructors/Assessors must never place themselves in a position where their own interests may conflict with this duty.

Any Instructors/ Assessors who breach this policy are subject to disciplinary action, up to and including discharge.

### **Code of Conduct**

All Instructors/ assessors of Goole Training are expected to comply with the following Code of Conduct:

#### ***Duty of Fidelity***

Instructors/ Assessors owe a duty of loyalty and fidelity to Goole Training.

Instructors/Assessors are expected to perform their duties on behalf of Goole Training faithfully, diligently and to the best of their abilities.

#### ***Conflict of Interest***

Instructors/ Assessors must never allow themselves to be placed in a position where their personal interests are in conflict (or could be in conflict) with the interests of Goole Training

Instructors/ Assessors must avoid any situation or activity that compromise, or may compromise, their judgement or ability to act in the best interests of Goole Training.

### **Disclosure of Potential Conflicts**

Instructors/ Assessors must promptly disclose to Goole Training material information regarding any relationship, ownership or business interest, whether direct or indirect, that the employee or a member of his/her immediate family has with any person, or in any business or enterprise, that:

- 1 Competes with the Company
- 2 Purchases or sells, or seeks to purchase or sell, goods or services to or from Goole Training

### **Protective Steps**

Upon disclosure of the information described above, Goole Training will take appropriate steps to protect against any actual or potential conflict of interest. Such steps may include:

- i) Requiring the Instructors/ Assessors to refrain from being involved in any decisions made by the Company regarding its dealings with such person, business or enterprise.

- ii) Requiring the Instructors/Assessors to refrain from being involved in any dealings on behalf of Goole Training with such person, business or enterprise
- iii) Requiring the Instructors/ Assessors to dispose of his/her interest in such business or enterprise if he/she wishes to remain in the Company's employ.

### **Harm to Business or Reputation**

Instructors/Assessors must refrain from engaging in conduct that could adversely affect Goole Training's business or reputation. Such conduct includes, but is not limited to:

- i) Publicly criticizing Goole Training, or its management.
- ii) Engaging in criminal conduct or other behaviour that could harm Goole Training's business or reputation.

### **Gifts or 'Kickbacks'**

Instructors/ Assessors must never accept any 'kickbacks', loans, gifts, or personal payments of any kind, from any person or business enterprise that:

- i) Competes with Goole Training.
- ii) Purchases or sells, or seeks to purchase or sell, goods or services to, or from Goole Training.

### **Company Funds and Property**

Instructors/ Assessors must be conscientious and scrupulous in their handling of funds and property belonging to Goole Training, and must always avoid any form of financial impropriety.

Instructors/ Assessors must not use, or permit the use of Goole Training property or resources for anything other than approved Company business or activities.

### **Confidential Information**

Confidential information (printed, electronic or otherwise) relating to Goole Training past, present, future and contemplated assets, operations, products or services, industrial designs, inventions, production methods, marketing strategies and objectives, personnel, facilities, equipment, finances, pricing, interest rates, sales, customers, routines, policies, and business procedures must never be disclosed to anyone outside the Company's organisation, without the Company's express written authorisation.