



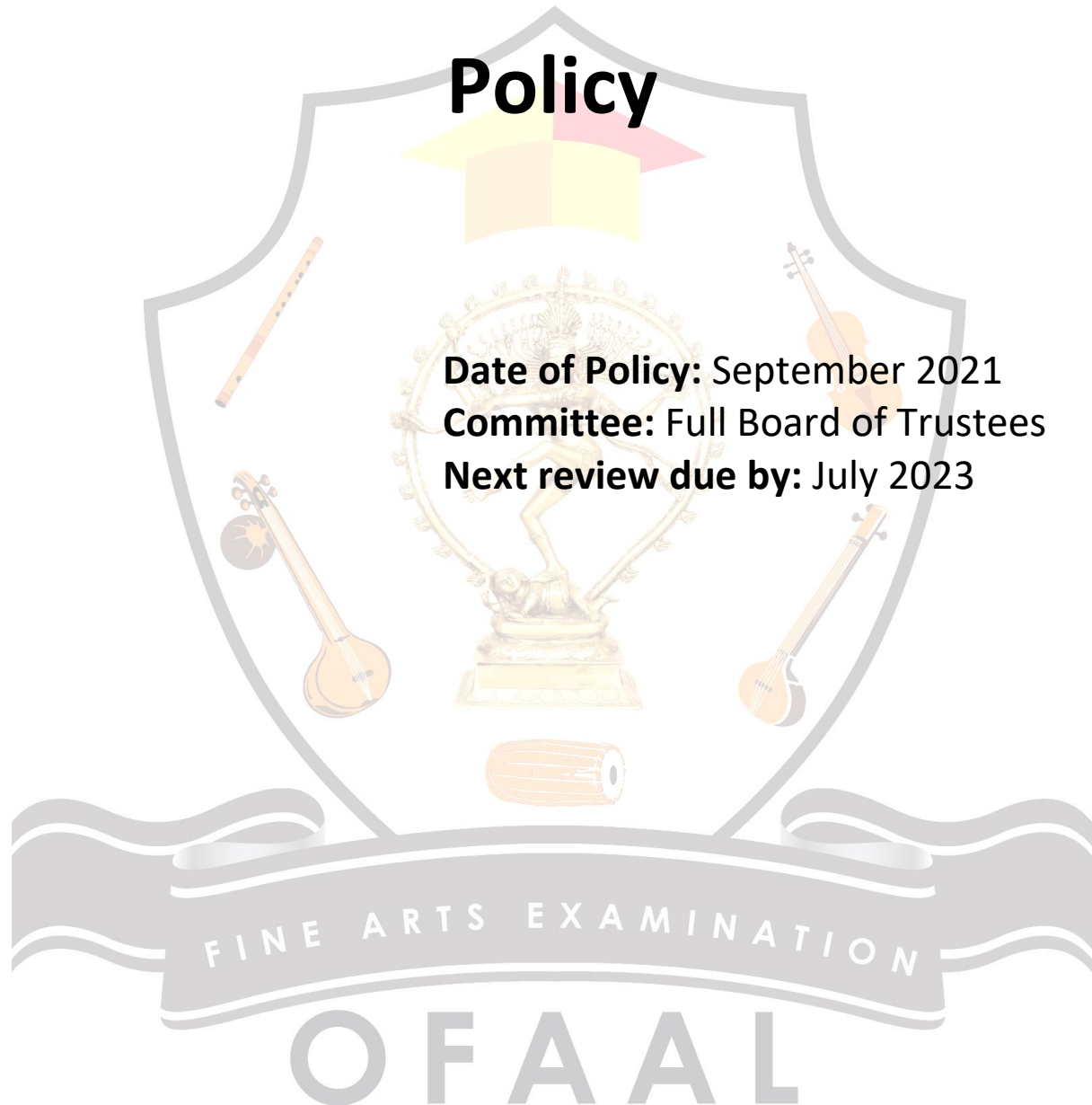
Oriental Fine Arts Academy of London (OFAAL) ®

Founded: 1993, Registered Charity No: 1103602

Registered Trademarks CTM:013858519, 013858493



Conflicts of Interest Policy



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.

The following scenarios may constitute a conflict of interest:

- a) Anyone who works in any capacity for OFAAL who:
 - Is also a teacher and whose candidates complete OFAAL exams
 - Has a close relative who is a candidate completing OFAAL exams
 - Is also entered as a candidate for OFAAL exams
- b) An exam writer who is a teacher and who's candidates complete OFAAL exams in the subject for which they write
- c) An examiner or exam writer who delivers training to teachers on how to prepare candidates for secure exams where they know the content of upcoming exams
- d) Anyone creating content for a third-party publisher relating to the content of those OFAAL exams, especially if they are an exam writer or have access to secure content

Conflicts of interest are identified through:

- (a) The recruitment process for OFAAL staff, examiners, centre coordinators, exam invigilators and examiners.
- (b) Declarations of conflicts of interest made by:

- OFAAL trustees and music committee
 - OFAAL staff, examiners, centre coordinators, exam invigilators and examiners
 - Examination venues
- (c) The monitoring of conflicts of interest:
- By the OFAAL governance officer for trustees and music committee
 - By OFAAL trustees in relation to OFAAL staff, examiners, centre coordinators, exam invigilators, examiners
 - By OFAAL for examination venues
 - By OFAAL music committee and trustees during examinations

Managing potential conflicts of interest

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.
- e) Candidates applying for OFAAL examinations are required to give the name of their teacher, to ensure that examiners do not examine those they have taught
- f) OFAAL ensures that examiners do not examine their own students or candidates they know. However, if by chance a candidate is presented to the examiner's room, the examiner should not examine the candidate and refer back to the waiting room where the candidate will be allocated to another examination room.
- g) Examination sessions are monitored to check examiners allocation.
- h) Trustees, music committee and staff are required to confirm that they do not (except in the proper course of their duties), either during their trusteeship/employment or at any time after its termination, improperly use or disclose any confidential Information relating to OFAAL and its operations.
- i) Where an examiner/teacher who delivers, or expects to deliver the qualification is involved in the development of the qualification, that development work must be

subject to scrutiny by an expert panel to ensure that it meets the needs of all learners and has no bias towards any specific group or type of learners.

j) Once a potential conflict is identified OFAAL will:

- Log the potential conflict
- Decide whether the potential conflict:
 - Does not pose a risk
 - Poses a risk if not managed appropriately
 - Poses a significant risk
 - Escalate any conflicts posing a risk to the Trustees for a decision and action

In all cases, OFAAL seeks to mitigate any potential conflicts before they pose a risk to the organisation or cause an adverse effect.

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

FINE ARTS EXAMINATION

OFAAL

Consequences of Breach

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

- c) immediate termination of contract with the employee or within the bodies of trustees or music committee or dismissal of the individual(s)
- d) 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.

