

AC&N EDUCATION CENTRE

Conflict of Interest Policy

ACN_CIP08

1. Definition

A conflict of interest (COI) is defined as a situation where a person is charged with taking responsibility or making a decision, and where that person or a person with a close relationship to them might benefit unfairly from that position of responsibility or from that decision.

Common situations where a COI is likely to occur within the sphere of AC&N EDUCATION CENTRE's activities are:

- the registration of candidates to Centre
- the assessment of candidates
- internal corporate, procurement and human resource decisions.

1.1. Persons who may be affected by a COI

The following persons are required to read and abide by this policy:

- all employees of AC&N EDUCATION CENTRE
- all contracted examiners and moderators
- all those attending an AC&N EDUCATION CENTRE's Assessment Board, regardless of whether they are in attendance as a member of the Board or an observer
- all attending AC&N EDUCATION CENTRE's Academic Board

1.2. Circumstances in which a COI must be declared

A conflict of interest should be declared in the circumstances below; if in doubt, always declare it.

Type A: When...

- you
- your spouse
- your child
- another relative
- a close friend
- a person to whom you have obligations, whether personal, financial, and so on (examples might include employers or someone to whom you are in debt)

...are registered on, or taking a course leading to, an AC&N EDUCATION CENTRE's qualification with which you have involvement, whether through teaching, administering or assessing.

Type B: When a person from the list above [Type A] and you have influence over the making of that decision. Examples would include procurement of goods or services from external providers, appointment of teaching staff and so on.

2. Procedures for the Declaration of Interests

If any person should declare their interests in line with the definitions stated above, they must normally do so in writing or by email to the Head of Quality and Compliance.

The exception to this is for those attending meetings of an AC&N EDUCATION CENTRE's Assessment Board or the Academic Board; in this case, the Chair will invite those present to declare interests at the beginning of each meeting. When a meeting is in session and the Chair or Secretary are aware of interests which are not declared, either by someone present or someone absent, then the Chair or Secretary is obliged to declare those interests to the meeting.

Employees of AC&N EDUCATION CENTRE who fail to declare interests may be subject to disciplinary action.

2.1. Data Protection

Any information provided when declaring an interest will be treated in accordance with data protection principles as set out in the Law on the Protection of Personal Data No. 6698. Data will be processed only to ensure that relevant persons act in the best interests of AC&N EDUCATION CENTRE and candidates. The information provided will not be used for any other purpose.

3. Recusal

When a conflict of interest has been declared, the relevant person will be expected to withdraw from any conversations or activities which may be affected by the conflict. This is known as 'recusing yourself'. Any person attending a meeting who has declared a conflict of interest but fails to recuse themselves may be asked to leave by the Chair. Any person involved in the admission or assessment of candidates who has declared a conflict of interest but fails to recuse themselves from activities relating to that candidate may be subject to disciplinary action.

4. Contact Details

To declare a conflict of interest, please contact **Prof. Dr. Aşkın ASAN** (Head of Quality and Compliance) at AC&N EDUCATION CENTRE.

E-mail: info@acnedu.org