



Conflicts of Interest Policy

Ofqual addresses the requirements for dealing with conflicts of interest (COI) in section A4 of the General Conditions of Recognition. They define it in section J as:

A conflict of interest exists in relation to an awarding organisation where –

- (a) its interests in any activity undertaken by it, on its behalf, or by a member of its Group have the potential to lead it to act contrary to its interests in the development, delivery and award of qualifications in a way that complies with its Conditions of Recognition,*
- (b) a person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in a way that complies with the awarding organisation's Conditions of Recognition, or*
- (c) an informed and reasonable observer would conclude that either of these situations was the case.*

This policy sets out the procedures that Mindbody Wellness Training Ltd follows to ensure that conflicts of interest are identified and addressed. The purpose of this is to minimise, and where possible avoid, actual or potential conflicts of interest.

Responsibilities

Everyone involved with Mindbody Wellness Training Ltd has responsibility for identifying and managing conflicts of interest. They should inform the directors of any actual or potential conflicts of interest that could impact the governance of Mindbody Wellness Training Ltd. These must be reported accurately and transparently so that appropriate mitigations can be put in place.

Details of any potential conflict of interest, incident, investigation and updated controls will be recorded. In addition, they may need to be disclosed to the awarding organisation British Wheel of Yoga Qualifications (BWYQ), along with details of how they have been, or will be mitigated.

We also undertake to provide the awarding organisation with a copy of this policy.

Directors and staff complete an annual Conflict of Interest (COI) declaration form (see appendix). These declarations are securely stored. In addition, 'Conflict of Interest' is a standard agenda item for all board of directors meetings when the agenda is reviewed and any COI is declared at the outset of the meeting. These conflicts are recorded in the Minutes.

Additionally, any external consultant who is brought in to sit on a panel investigating a complaint, appeal or malpractice or maladministration allegation must sign the COI declaration form. Any individual contracted on a free-lance basis must declare any conflicts of interest using the COI declaration form.

Examples of Conflicts of Interest and Possible Mitigations

The following examples are not exhaustive but indicate some potential areas where a conflict of interest may occur and how the risk of an adverse effect can be mitigated.

In all cases the conflict of interest should be declared.

Conflict of Interest	Possible Mitigation
An assessor assessing a family member or close friend	Assessment is undertaken by a different assessor. Where this is not possible, the COI is noted and the IQA ensures the validity of the assessment.
An IQA undertaking quality assurance for a course where a family member or close friend is a learner.	The lead IQA, or another IQA, quality assures the assessment of the family member/close friend.
An IQA undertaking quality assurance for a course where they are also an assessor	Another IQA is assigned for all of the course, or, if this is not possible, to quality assure the assessments of the original IQA.
An individual using their position in Mindbody Wellness Training LTD to assert an unfair influence over an assessment decision	This should be investigated for potential malpractice/maladministration as per the procedures in the Centre Malpractice and Maladministration Policy.
An individual with a conflict of interest investigating a malpractice/maladministration allegation, complaint or appeal.	Another individual should be assigned. Where this is not possible internally, then an external expert should be engaged.

Breaches of Mindbody Wellness Training Ltd Conflict of Interest Policy

In all instances where there has been a failure to declare and/or mitigate for Conflicts of Interest, the directors will investigate. The breach will be recorded along with the actions taken. If the breach constitutes malpractice or maladministration, then the procedures in the Mindbody Wellness Training Ltd Malpractice and Maladministration Policy will be followed. In some instances, sanctions may be applied in line with the Mindbody Wellness Training Ltd Sanctions Policy.

Review

The range of possible conflicts and the processes in place to prevent these will be reviewed regularly at meetings of directors. Overall, Mindbody Wellness Training Ltd's compliance with regard to identifying and managing any conflicts of interest will be reviewed regularly by the directors.

The Conflicts of Interest Policy and process undergoes regular review but can be revised at any stage due to organisational, legislative or awarding organisation changes.

Contact Details

Mindbody Wellness Training Ltd Directors at training@mindbodywellness.uk

Appendix – Declaration of Conflicts of Interest Form



Mindbody Wellness Training Ltd CONFLICT OF INTEREST REGISTER

Senior Staff, Directors and External Consultants Conflict of Interest form

Each member of Mindbody Wellness Training Ltd staff, including Mindbody Wellness Training Ltd Directors and any external consultants, must complete the following to ensure that any actual or potential conflict of interests are actively identified and managed.

Name	Title/role		
Details of any external interests that may lead to a possible conflict of interest occurring			
Signed		Date	