



Conflict of Interest Policy

1. Purpose

To identify, manage, and mitigate conflicts of interest that could compromise the integrity of CITB-approved training delivery, ensuring compliance with CITB's *SSP Quality Assurance Requirements January 2024*.

2. Definition

A **conflict of interest** arises when an individual's personal, financial, or professional interests could influence their decisions or actions at Safer Greens. Examples include:

- Training staff assessing family/friends in CITB exams.
- Staff working for competing training providers.
- Using confidential CITB materials for personal gain.

3. Scope

Applies to **all staff, contractors, and partners** involved in CITB course delivery, including:

- Trainers, invigilators, and administrative staff.
- Contractors and freelance associates.
- Family/friends of staff enrolled in Safer Greens courses.

4. Key Responsibilities

a. Quality Manager:

- Investigate reported conflicts within 48 hours.
- Escalate unresolved issues to the Center administrator

b. Managers

- Inform staff about this policy requirement annually.
- Document potential conflicts in team meetings or 1:1s.

c. Staff/Contractors

- **Declare conflicts immediately** (e.g., family taking exams, external roles).
- Avoid roles that compromise CITB standards (e.g., sharing exam content).

5. Declaration Process

1. **Submit a Declaration Form** to the Quality Manager:
 - **Email:** enquiries@safergreens.co.uk
 - **Form Includes:** Name, role, nature of conflict, date.
2. The Quality Manager reviews and:
 - **Resolves** minor issues (e.g., reassigning exam invigilation).
 - **Escalates** major conflicts (e.g., fraud) to CITB via report.it@citb.co.uk.

6. Prohibited Actions

- Trainers **cannot** assess delegates they have a personal/financial relationship with.

7. Training

- **Mandatory briefing:** All staff must be informed about CITB SSP and Safer Greens Limited conflict of interest requirements.
- **New Staff:** Training/briefing within 30 days of joining.

8. Record-Keeping

- **Conflict of Interest Log:** Stores declarations and resolutions for **3 years** (CITB audit requirement).
- **Secure Storage:** Digital records with restricted access.

9. Escalation to CITB

Unresolved conflicts affecting CITB standards must be reported within **24 hours** to:

CITB Quality Assurance Team

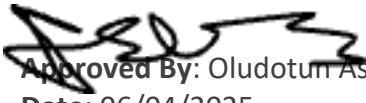
Sand Martin House, Peterborough, PE2 8TY

Email: report.it@citb.co.uk

10. Review

- **Annual Review:** Aligns with CITB audits and policy updates.
- **Next Review Date:** 06/04/2026

Signed:



Approved By: Oludotun Ashaye, Centre Administrator

Date: 06/04/2025

Contact:

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