



**Business & Computing Examinations (BCE)**  
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### **Conflict of Interest Policy**

<b>Policy No.:</b>	P013
<b>Date of issue:</b>	October 2011
<b>Status:</b>	Approved
<b>Responsibility for policy:</b>	Human Resources Manager
<b>Responsibility for implementation:</b>	Programme Development Management

## **Conflict of Interest Policy**

It is our policy that employees and others acting on behalf of Business & Computing Examinations (BCE) must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the company in conducting BCE business activities and assignments. The company recognises that employees may take part in legitimate financial, business, charitable and other activities outside BCE assignments, but any potential conflict of interest raised by those activities must be disclosed promptly to management.

### **What it means**

- Request management approval of outside activities, financial interests or relationships that may pose a real or potential conflict of interest. Remember that management approval is subject to ongoing review, so staff need to periodically update management on any involvement.
- Avoid personal relationships with other BCE employees where parties in the relationship may receive or give unfair advantage or preferential treatment because of the relationship.
- Avoid actions or relationships that might conflict or appear to conflict with job responsibilities or the interests of BCE.
- Even the appearance of a conflict of interest can damage an important company interest.
- Obtain necessary approvals before accepting any position as an officer or director of an outside business concern.
- Prior to serving on the Board of Directors of a bona fide charitable, educational or other nonprofit organisation, immediate and third party staff are encouraged to advise management.

### **What to avoid**

- Accepting a gift from BCE Centres or other stakeholders.
- Having a direct or indirect financial interest in or a financial relationship with BCE competitor, supplier or customer (except for insignificant stock interests in publicly-held companies).
- Having a second job or consulting relationship that affects ability to satisfactorily perform BCE assignments.
- Having romantic relationships with certain other employees where:
  - There is an immediate reporting relationship between the employees.
  - There is no direct reporting relationship between the employees but where a romantic relationship could cause others to lose confidence in the judgment or objectivity of either employee, or the relationship could cause embarrassment to the company.