

Conflict of Interest Policy

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Policy on *Conflict of Interest*

Definition

A conflict of interest arises in the workplace when an employee has competing interests or loyalties that either are or potentially can be at odds with each other.

Two simple examples of a conflict of interest would be where a member of faculty or staff has an undisclosed relationship with a competitor of BADA or any of its staff that might jeopardise confidential information; or a where a member of the faculty or staff has a pecuniary interest in an external contract or agreement to deliver professional services to the Academy.

Introduction

Any staff or faculty employed by BADA owes a duty of fidelity to the Academy and should never be placed or place themselves in a position where their own self-interest may conflict with their required duties.

Any member of staff or faculty who breaches this policy is subject to disciplinary as action set out in other BADA policies, up to and including discharge.

Code of Conduct

BADA staff and faculty are expected to comply with the following code of Conduct.

Duty of Fidelity

All staff and faculty have a duty of loyalty and fidelity to BADA. All are expected to perform the duties that they are required to undertake for the Academy faithfully, conscientiously and to the best of their abilities.

Conflict of Interest

Neither staff nor faculty should allow themselves to be put in a position where their personal interests are in conflict (or could be in conflict) with the best interests of BADA. They should avoid any situation or activity that seems likely to compromise, or is likely to compromise, their judgment or ability to act in the best interests of the Academy.

Disclosure of Potential Conflicts

Staff and faculty are required to disclose fully to BADA any direct or indirect information in respect of any relationship or business interest (other than non-controlling investments in publicly traded corporations) that might be material to the professional and commercial interests of BADA. This includes members of the direct family of the Academy's staff and faculty.

This would include:

- Professional competitors
- Any individual, business or enterprise that purchases or sells or might seek to purchase or sell goods or services from or to BADA.

Protective Steps

When such information as described above has been disclosed then BADA will take appropriate steps to protect itself against any actual or potential conflict of interest. This may include

- Requiring staff and/or faculty to step aside from an involvement in any decisions made by the Academy about its dealings with any individual, business or enterprise about whom staff and/or faculty have disclosed a conflict of interest
- Requiring staff and/or faculty to refrain from any involvement on behalf of BADA with any individual, business or enterprise about whom staff and/or faculty have disclosed a conflict of interest
- Requiring staff and/or faculty to dispose of an interest in any individual, business or enterprise about whom staff and/or faculty have disclosed a conflict of interest if he or she wishes to remain at BADA.