

CONFLICT OF INTEREST POLICY

1. POLICY STATEMENT

UE Academy operates on the principle of absolute impartiality. To maintain the validity of our qualifications and the trust of our international partners, it is the policy of this Academy that all professional activities must be conducted without influence from personal, financial, or secondary professional interests. Any potential or actual conflict of interest must be **Identified, Disclosed, and Mitigated** immediately.

2. SCOPE OF APPLICATION

This policy is binding for all:

- **Academic Staff:** Trainers, Assessors, and Internal Verifiers (IQA).
- **Administrative Staff:** Admissions, Finance, and Operations personnel.
- **External Partners:** Subcontractors and Subject Matter Experts (SMEs).

3. DEFINITION OF CONFLICT

A Conflict of Interest (COI) occurs when an individual's private interests interfere, or appear to interfere, with their professional duties at UE Academy. This includes, but is not limited to:

- **Personal Relationships:** Assessing a family member, close friend, or direct subordinate.
- **Financial Gain:** Accepting gifts, payments, or favors from a learner or corporate client in exchange for preferential treatment.
- **Secondary Employment:** Working for a competitor or a client in a capacity that compromises the Academy's standards.
- **Internal Bias:** Evaluating a learner with whom the assessor has a documented history of personal grievance.

4. DISCLOSURE & MITIGATION PROCEDURES

UE Academy mandates a three-step protocol for managing COI:

- **Step I: Mandatory Declaration**

All staff must sign an annual **Declaration of Interest Form**. Additionally, Assessors must declare any specific conflict prior to the commencement of every examination cycle.

- **Step II: Management Review**

The **Quality Assurance Manager** shall review all declarations. If a conflict is found, it will be logged in the UE COI Register.

- **Step III: Implementation of Safeguards**

Mitigation may include:

- Re-assigning the learner to a different Assessor.
- Increasing the Internal Verification (IV) sample rate to 100% for the affected work.
- Excluding the conflicted individual from the final decision-making committee.

5. JURISDICTIONAL COMPLIANCE

- **United Kingdom:** Aligned with **Ofqual** and **Awarding Body** (NEBOSH/IOSH) requirements for the prevention of malpractice.
- **Kingdom of Saudi Arabia:** Supporting the **National Anti-Corruption Commission (Nazaha)** principles and the **KSA Labor Law** regarding professional ethics and transparency.

Chief Executive Officer / Director UE Academy

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