





CONFLICT OF INTEREST POLICY

VERSION 1.1
06/01/2023

CONTENTS

DOCUMENT AMENDMENT RECORD	3
REFERENCE DOCUMENTS	4
INTRODUCTION	5
SCOPE	5
DEFINITION	5
PRINCIPLES	5
GIFTING	6
SPECIFIC PROHIBITIONS	6
EXEMPTIONS	6
RETENTION OF GIFTS	7
SUMMARY	7

DOCUMENT AMENDMENT RECORD

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1. INTRODUCTION

The aim of this policy is to outline the procedure by which heliguy™ will manage any conflict of interest between its interests as a Training Qualifications United Kingdom (TQUK) recognised centre and other company departments.

heliguy™ is a multifaceted organisation, specialising in Unmanned Aircraft Systems, including the provision of training, technical support, research and development and both B2C and B2B commerce. All personnel involved in the provision of regulated qualifications and the potential conflict of interest which has the potential to arise, must ensure compliance with this policy.

As a recognised centre, the delivery of both training and assessment must be done so in adherence to the principles of openness, fairness and impartiality

2. SCOPE

This policy applies to all employees of heliguy™, as well as any learning or assessment delivered as part of a regulated qualification. The potential for any conflict of interest is taken into consideration as a routine part of business activities across all departments of heliguy™.

3. DEFINITION

A situation where a judgement, decision or outcome is influenced by the interest, objectives or bias of another party.

4. PRINCIPLES

In order to effectively manage the risk of a conflict of interest arising:

- a. Any recommendations for products or services during the provision of training for a regulated qualification must be done so, disclosing any affiliation, remuneration or other valuable consideration.
- b. heliguy™ employees are forbidden from accepting any remuneration or other valuable consideration in order to provide endorsement or recommendation for any product or service other than official Company partnerships;
- c. The delivery of assessments for the acquisition of a regulated qualification must be done in accordance with the heliguy™ malpractice and maladministration policy;

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- d. Instructors and assessors must disclose any relevant interests in a candidate either successfully completing, or being unsuccessful in the acquisition of a regulated qualification;
 - e. Assessors cannot assess any work they have delivered as an instructor, except where the learning has been delivered via online means;
 - f. The receipt of gifts by any heliguy™ employee must be done so in accordance with the below gifting policy.

5. GIFTING

A gift can be defined as any tangible asset which is given or received by a member of heliguy™ as a result of their position, service or relationship formed with an existing or potential customer. Gifts can take a variety of forms and the value of the gift, together with the circumstances relating to their receipt are consideration factors. Gifts can include, but are not limited to:

- a. Confectionary and alcohol;
- b. Travel and accommodation;
- c. Goods or services;
- d. Any sum of money.

5.1 SPECIFIC PROHIBITIONS

Any employee of heliguy™ when acting in the capacity of an assessor to a regulated qualification, must not accept any gift from a candidate under any circumstance, whether before, during or after an assessment has taken place. This may create a conscious or unconscious bias towards the candidate which could adversely affect the result of the assessment.

5.2 EXEMPTIONS

Exempted from this policy are gifts such as t-shirts, pens, exhibition bags and all other low-value items that an employee may obtain, at events such as conferences, training events, seminars, and exhibitions, that are offered equally to all members of the public attending the event. Other gifting which falls outside of the scope of this policy includes, but is not limited to:

- a. Employee salary, pay, promotion, commission or other remuneration by heliguy™;
- b. The provision of goods and/ or services in a demonstrative or loan capacity;
- c. The provision of discounted goods and/ or services in relation to an invoice/ Purchase Order (PO);
- d. The internal provision of goods or remuneration in relation to a significant event (birthday/ anniversary/ leaving);

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- e. Awards and certificates which are issued in recognition of achievement.

5.3 RETENTION OF GIFTS

When a received gift falls within the scope of approval under this policy, the monetary value of the gift must not exceed the value of £50.00. When the monetary value of the gift exceeds the value of £50.00, either of the following actions must be taken:

- a. The gift can be shared between staff members;
- b. The gift can be donated to charity, or a charity auction;
- c. The gift can be declined.

6. SUMMARY

It is of vital importance that the integrity of any regulated qualification is maintained and as such, any conflict of interest which may have an adverse affect must be managed effectively.

Any questions relating to the content of this document should be directed to the undersigned in the first instance.



Mark Blaney
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