**Centres Declaration of Interest Form**

1. **Scope**

This declaration applies to all Centres and their staff involved in the delivery of ESB International qualifications and is aligned with ESB International’s Conflict of Interest Policy

* Officers (for purposes of this policy, the directors) and senior level administrative/managerial employees agree to refrain from participating in ESB International decision making procedure involving any learners they might have a Conflict of Interest with, members of their immediate family or organisations, except to respond to questions or to provide further information.
* Testing staff (Assessors, Invigilators) who have a Conflict of Interest with a learner taking an ESB International assessment must immediately disclose any possible Conflict of Interest to be reviewed.
* Any proposed business or financial relationship between ESB International and an employee or other representative, or a member of his or her immediate family, or any entity with which the employee or other representative or a member of his or her immediate family is affiliated, is subject to the prior review and approval of the Senior Manager of the ESB International. The relationship must be thoroughly reviewed and considered and clear procedures to limit any potential Conflict of Interests.
* Any officer, employee, or other representative who has a personal participation in outside organisations shall disclose such participation for Conflict of Interest (including conflict of duty and loyalty) assessment

1. **Procedure**

Effective management of conflicts of interest requires:

1. The full disclosure of individual interests by the Centre that might conflict with the best interests of ESB International.
2. The interested officer, employee or other representative must refrain from participating in ESB International decision making with respect to any transaction or relationship in which he or she is interested.
3. An independent determination by ESB International representative must be made that the transaction or relationship meets the applicable standard and should be entered into or continued.

ESB International’s Register of Interests will record the data provided in accordance with data protection principles set out in the Data Protection Act 2018. Data will be processed only to ensure that all those to whom the policy applies act in the best interests of ESB International, and thus the learners. The information provided will not be used for any other purpose.

**Please complete and sign the form overleaf:-**

Centres Declaration of Interest Form

**(please request another form if required)**

|  |  |
| --- | --- |
| **Name of the person identified as having the Conflict of Interest** | **Conflict of Interest Identified** |
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If, upon Centre’s internal review, no Conflicts of Interests have been identified please tick this box and sign the declaration below.

**DECLARATION FROM THE HEAD OF THE CENTRE**

* I declare that I have read the “Conflict of Interest Declaration", and that I understand all implications and agree to it in its entirety.
* I undertake to update as necessary the information provided and to review the accuracy of the information on an annual basis.
* To the best of my knowledge, the information provided is complete and correct.
* I give my consent for the information I have given to be used for the purposes described in the Declaration of Interest Policy and for no other purposes.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**