

# Icon Accreditation

## Conflict of Interest Policy

<b>Policy number</b>	07.11 Other documents
<b>Summary</b>	This Policy details the Institute of Conservation’s (Icon) responsibilities in relation to the management of conflicts of interest in the delivery of Icon Accreditation.
<b>Who this policy applies to</b>	The Policy applies to Assessors, Specialist Advisors, Accreditation Moderation Committee members and Icon Staff involved in the delivery of Icon Accreditation.
<b>Author/policy contact</b>	Patrick Whife, Head of Policy & Skills
<b>Approved by / approval level</b>	Professional Standards & Development Committee
<b>Date effective</b>	09.05.2023
<b>Last reviewed or updated</b>	09.05.2023
<b>Frequency of review</b>	Annually

<b>1.</b>	<b>Introduction</b>
	<p>The Institute of Conservation (Icon) recognises the vital importance of ensuring that all assessments it undertakes as part of the delivery of Icon Accreditation are valid, fair, objective and independent.</p> <p>This policy details Icon’s approach to identifying and mitigating the risks of conflicts of interest in undertaking Icon Accreditation assessments.</p>
<b>2.</b>	<b>Definitions</b>
	<p><b>Conflict of Interest:</b> A situation in which an individual or organisation is unable to make a fair, objective and unbiased decision because of competing interests, loyalties or personal relationships with an individual or organisation.</p>
<b>3.</b>	<b>Types of Conflict of Interest</b>
	<p>The nature of an actual or perceived conflict of interest can arise in a variety of circumstances, examples of which include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• An individual Assessor, Specialist Advisor or Accreditation Moderation Committee member has links to, or is employed by, the same organisation as the candidate.</li> <li>• Has a prior link with the candidate, or a link with the employer over the preceding five-year period (including having friends or relatives in common).</li> <li>• Is working for an organisation which is in direct commercial competition to that of the candidate.</li> <li>• Might derive personal or business gain from the outcome of the assessment.</li> <li>• Has any other interest(s) that may compromise their assessment decisions.</li> </ul>

<b>4.</b>	<b>Responsibility</b>
	<p>Ultimate responsibility for Icon’s Conflict of Interest Policy rests with the Head of Policy &amp; Skills.</p> <p>Icon’s Accreditation Manager is responsible for communicating the Policy to all individuals involved in the delivery of Icon Accreditation and ensuring that it is reviewed on an annual basis.</p> <p>Icon’s Accreditation Manager is responsible for documenting and reviewing all actual or perceived conflicts of interest (unless the conflict of interest relates to them, in which case the Head of Skills will follow the processes outlined in this policy to assess and manage the conflict of interest).</p>
<b>5.</b>	<b>Disclosure</b>
	<p>All staff involved in the delivery of Icon Accreditation are required to immediately declare any conflict of interest.</p> <p>Icon staff involved in the delivery of Icon Accreditation are required to raise their own conflicts of interest in writing with their supervisor as soon as the actual or perceived conflict of interest becomes apparent.</p> <p>Assessors and Specialist Advisors are required to immediately inform the Accreditation Manager of any actual or perceived conflict of interest as soon as they are contacted to undertake an assessment of a candidate.</p> <p>In the case of Accreditation Moderation Committee meetings, Committee Members, Assessors and Specialist Advisors and staff are required to declare any actual or perceived conflicts of interests as soon as the agenda is sent out prior to the meeting.</p> <p>Failure to disclose any conflict of interest would be considered a serious matter and may lead to disciplinary action being taken in line with Icon’s disciplinary policy.</p>
<b>6.</b>	<b>Managing Conflicts of Interests</b>
	<p>Icon’s Accreditation Manager will review and assess each actual or perceived conflict of interest on a case-by-case basis to determine whether the conflict is actual or perceived.</p> <p>This will follow an assessment in line with the types of conflict of interest outlined in section 3. If the conflict of interest relates to the Accreditation Manager, the Head of Policy &amp; Skills will make the decision.</p> <p>If conflict is assessed as having an actual conflict of interest Icon will identify an alternative Assessor, Specialist Advisor or Accreditation Moderation Committee member for whom there is no actual conflict of interest.</p> <p>In the instance of a meeting, Icon will ensure that no documentation relating to the candidate is shared with the individual. The individual will be required to excuse</p>

	themselves from discussions relating to the individual with whom they have a conflict of interest.
<b>7.</b>	<b>Managing implementation and review.</b>
	This Policy will be reviewed on annually to ensure that it is reflective of current legal regulations and guidance and is responsive to local, national and international events.