

Shockout Academy

Conflict of Interest Policy

2025–2026

1. Purpose

The purpose of this policy is to ensure that all employees and students of Shockout Academy act with honesty, transparency, and integrity, avoiding any personal, professional, or financial interests that may conflict with the interests of the Academy.

2. Scope

This policy applies to all employees, contractors, and students associated with Shockout Academy, across all departments and programmes.

3. Definition

A conflict of interest occurs when an individual's personal, financial, or other interests interfere or could be perceived to interfere with their responsibilities to Shockout Academy. Conflicts can be actual, potential, or perceived.

4. Examples of Conflicts of Interest

- Personal relationships influencing academic or professional decisions.
- Financial interests in suppliers, partners, or other external organisations working with the Academy.
- Using Academy resources for personal gain.
- Employment or consultancy outside the Academy that impacts performance or impartiality.

5. Responsibilities

- Employees and Students: Must disclose any actual or potential conflict of interest immediately to their line manager or Programme Leader.
- Managers and Programme Leaders: Are responsible for assessing and addressing reported conflicts, and escalating unresolved issues to Senior Management.
- Senior Management: Will make the final determination and take corrective or disciplinary action if required.

6. Reporting Procedure

1. Employees or students who identify a possible conflict must report it as soon as possible.
2. The issue should first be raised with the individual's line manager or Programme Leader.
3. If the conflict cannot be resolved at that level, it will be referred to Senior Management.
4. All reports and outcomes will be handled confidentially and fairly.

7. Consequences of Non-Compliance

If a conflict of interest is not disclosed or is deliberately concealed, disciplinary action may be taken in accordance with Shockout Academy's disciplinary procedures. This could include formal warnings or dismissal in serious cases.

8. Policy Review

This policy will be reviewed annually by the Senior Management Team to ensure it remains aligned with best practice and legal requirements.