Conflict of Interest Policy

Effective Date: March 2025
Review Date: December 2027

Achieve UK Training Ltd 95 Grove Lane, Handsworth, Birmingham, B21 9HF
Phone: 0121 454 2525
Mobile: 07941015599
Email: contact@achieveuktraining.com
Website: www.achieveuktraining.com

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1. Purpose
Achieve UK Training Ltd is committed to maintaining the highest standards of integrity and professionalism. This policy aims to identify, prevent, and manage conflicts of interest that may arise in the course of business operations.

2. Scope
This policy applies to all employees, directors, contractors, and stakeholders involved in Achieve UK Training Ltd's operations.

3. Definition of Conflict of Interest
A conflict of interest arises when an individual's personal interests interfere with their professional duties, responsibilities, or decisions made on behalf of Achieve UK Training Ltd. This includes, but is not limited to:

- Personal financial interests that may affect decision-making.
- Employment or consultancy with competitors or suppliers.
- Favoritism towards family members or close associates.
- Use of company resources for personal gain.

4. Disclosure and Management

1. **Declaration**: Employees and stakeholders must disclose any actual or potential conflicts of interest to senior management as soon as they arise.
2. **Assessment**: The company will assess the nature and potential impact of the conflict.
3. **Mitigation**: Appropriate actions will be taken to manage or eliminate the conflict, such as recusal from decision-making or reassignment of responsibilities.
4. **Monitoring**: Ongoing monitoring will be conducted to ensure compliance.

5. Consequences of Non-Compliance
Failure to disclose conflicts of interest or comply with mitigation measures may result in disciplinary action, up to and including termination of employment or contract termination.

6. Review and Amendments
This policy is subject to annual review and may be updated as necessary to ensure continued compliance with legal and ethical standards.

For any further queries, please contact us at contact@achieveuktraining.com or visit www.achieveuktraining.com.

Approved by:
Manav Arora
Director and Head
01 March 2025