



BEST in Horticulture Group
B.E.S.T in Horticulture Limited
The Academy of Practical Horticulture Limited
BEST in Horticulture Education Limited

Conflict of Interest Policy

Valid from 1st January 2022 to 31st December 2025

Conflict of Interest Policy

Conflict of Interest Policy Statement

BEST in Group consists of three companies, they are:

- **Academy of Practical Horticulture Limited** - Delivering practical skills to gardeners and professional horticulturists



- **B.E.S.T. in Horticulture Limited** - Delivering fully supported distance and blended learning in horticulture



- **B.E.S.T. in Horticulture Education Limited** - Delivering the best in horticultural education and learning.



(Hereafter known as the organisation) are committed to ensure that any conflict of interest in relation to the delivery and assessment of regulated or non-regulated qualifications is identified, recorded and managed correctly in order to ensure regulatory compliance and compliance with the requirements laid down by the Awarding Body.

What constitutes a conflict of Interest?

We define a **conflict of interest** as any of the following:

1. Where any member of the organisation who has access to privileged information, uses that information, or their position to give unfair advantage to any third party regardless of their relationship to that person.
2. Where any member of the organisation who is responsible for making decisions about assessment outcomes assesses any **'Related Person'** without first completing a **'Declaration of Interest'**, or should they give any person, regardless of whether they are deemed to be related or not, an unfair advantage.
3. Where any member of the organisation who is responsible for marking tests or examination papers or has access to examination papers (such as an Invigilator

or Examinations Officer) gives unfair advantage to any third party regardless of their relationship to that person.

For the purposes of this policy a **'Related Person'** is defined as; any third party to whom they are have a personal relationship with. It may include the following:

- **spouses and 'partners'**
- **children**
- **siblings**
- **all relatives**
- **close friends**

Achieving Policy compliance

To avoid a conflict of interest occurring the designated director will notify the AwardingBody if:

1. Any member of the organisation is to be registered for a qualification requiring assessment by other members of the organisation. **(At the point of registration).**
2. Any member of the organisation has been entered for an examination which may be remarked by other members of the organisation. **(As soon as practicable after the potential conflict of interest is discovered)**
3. Any member of the organisation **has** had access to materials relating to an assessment or examination for which they personally are to undergo or take. **(As soon as practicable after the potential conflict of interest is discovered)**
4. Any member of the organisation has access to secure data which relates to a person to whom they are defined as, related to. **(As soon as practicable after the potential conflict of interest is discovered)**
5. Any member of the organisation who is involved with making assessment decisions for 'Related People' where they are centre marked and externally moderated **(at the point of submission to the Awarding Body).**

All member of the organisation who could find themselves in a situation where a conflict of interest **may occur, or has unwittingly occurred**; are required to declare the conflict of interest by email to the nominated Director (in this case Tony Davies) by email to: tonydavies@bestinhorticulture.co.uk

The nominated Director will:

1. Investigate and determine if a conflict of interest has actually occurred or could occur.

2. Take appropriate action to mitigate the risk. The steps taken will depend on the results of the investigation.
3. Make a record (which will be kept for one year) which will state the:
 - **name of member of the organisation involved**
 - **name of the third party involved**
 - **the relationship of the parties involved**
 - **nature of the conflict of interest**
4. The nominated Director will notify the Awarding Body of the conflict of interest **only** in circumstances that have resulted in a third party gaining an unfair advantage.

If for any reason, you need assistance in understanding this policy (i.e. if English is not your first language or you have a visual impairment) please contact the nominated Director by email tonydavies@bestinhorticulture.co.uk