

## CONFLICT OF INTEREST STATEMENT

### Avoiding Conflict of Interest

It is the policy of Assessment Services Ltd that all employees/associates/assessors or any person acting on behalf of Assessment Services Ltd will avoid any conflict between their interests and those of **Assessment Services Ltd customers**. The purpose of this policy is to ensure honesty and integrity, and its reputation are not compromised. The fundamental principle guiding implementation of this policy is that no Assessment Services Ltd employee/associate/assessor should have, or appear to have, personal interest or relationships that conflict with the best interest of **Assessment Services Ltd customers**.

It is not possible to give an exhaustive list of situations that might involve this policy, however, among the situations that would in most cases constitute a conflict are:

- Holding an interest in or accepting free or discounted goods from any organisation that does, or is seeking to do business who is in a position to directly or indirectly influence a decision to do business, or the terms upon which business would be done with such organisation.
- Being employed by (including associate/assessor) or serving on the board of any organisation which does, or is seeking to do, business with **Assessment Services Ltd customers**.
- Profiting personally, e.g. through commissions, loans, expense reimbursements or other payments, from any organisation seeking to do business with **Assessment Services Ltd**

A conflict of interest would also exist when a member of an employee's immediate family is involved in such situations as are described above.

Further, you are not to use or exploit the name, good will or other tangible or intangible property of Assessment Services Ltd in any manner which might reflect unfavorably on Assessment Services Ltd or any of its interests or activities.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and **Assessment Services Ltd customers**. In the absence of a report, violations of the principles and standards contained in this policy statement could be subject to disciplinary actions.