

**CARIBBEAN EXAMINATIONS COUNCIL**  
**HEADQUARTERS**

**CONFLICT OF INTEREST GUIDELINES**  
**FOR RESOURCE PERSONS**

(As adopted by the Council's Administrative and Finance Committee, 20 April 2010)

The maintenance of the Council's integrity is of paramount importance to the Council as it seeks to discharge its mandate and is held accountable by regional governments and the public at large for its actions. Accordingly, the Council's concerns related to conflicts of interest cannot be restricted to members of staff, but must also extend to resource persons.

In an effort to ensure that all resource persons perform their duties in an unbiased manner, with the highest integrity, free of suspicion, and fair and impartial, the Council has developed these conflict of interest guidelines for its resource persons.

A conflict of interest may be defined as any situation in which an individual, due to his or her professional position or capacity, is able to take advantage of or influence a situation or opportunity for personal benefit whether or not such benefit includes financial reward. When this situation occurs, an individual's professional judgement may be compromised, or appear to be compromised, and impede the individual's ability to fulfill his or her duties in an impartial manner.

Examples of situations which give rise to actual or potential conflicts of interest by resource persons are as follows:

1. Reference to their association with the Council through the use of its trade name and/or logo in publications or other works.
2. Involvement in some way in the preparation of published materials which are related to the subject for which they have been appointed by the Council to serve.
3. Communication to other persons for personal gain, information pertaining to the work of the Council which is obtained through association with the Council.

The Council's resource persons are expected to avoid conflicts of interest, whether actual or potential. The following guidelines are not exhaustive but are indicative of the Council's position:

1. Resource persons must not use their affiliation with the Council for personal gain especially with regard to published works, commercial ventures or promotional activities, except where permission has first been granted in writing by the Council and such permission shall not be unreasonably withheld. This prohibition remains in effect for three (3) years after the termination of services to the Council.
2. Resource persons are required to disclose to the Council, any involvement in the preparation of published materials which are related to the subject area for which they have been appointed by the Council to act as resource persons.
3. Resource persons must not disclose to third parties or use for personal gain, any information, confidential or otherwise, which may be entrusted to them or which they have acquired access to solely through their association with the Council.

## STATEMENT OF COMPLIANCE AND DISCLOSURE

I confirm that I have read the Council's Conflict of Interest Guidelines which forms part of the Council's Intellectual Property Policy, and I understand the Council's policy regarding conflicts of interest with respect to resource persons.

I further confirm that I will adhere in all respects to the Council's Conflict of Interest Guidelines to avoid any actual or potential conflicts of interest and to preserve my objectivity in fulfilling my responsibilities to the Council.

I also understand that I am required to disclose to the Council, any current activity which may give rise to conflicts, details of which are recorded below, or any future activity in which I may become involved subsequent to the signing of this document.

- I have no conflicts to disclose.
- I am involved in activities that may be deemed actual/potential conflicts of interest as listed below.

Please provide a brief outline of the nature of the conflict (details may be included privately in a separate confidential envelope if appropriate).

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Please detail the arrangements proposed to resolve/manage the conflict (attach separately if appropriate).

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I understand that the onus is on me to update this disclosure throughout the period of my employment with the Council on an annual basis or until such time as the conflict ceases to exist.

I further understand that failure to comply with the above guidelines may result in immediate termination of any contractual relationship with the Council.

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Name *(please print)*

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Subject

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Signature

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Date