

CONFLICT OF INTEREST POLICY

As an Approved Programme Provider (APP) of WSET, **Foni T Pollitt Wine Educator** is required to identify to WSET and assist in the managing or monitoring of actual, potential, and perceived conflicts of interest ('Conflicts of Interest') involving both APP staff and students. This policy complements WSET's conflicts of interest policy and works to safeguard the integrity of WSET qualifications and promote confidence in WSET and **Foni T Pollitt Wine Educator** processes and procedures.

This policy applies to all **Foni T Pollitt Wine Educator** staff and students and to any individual acting on behalf of **Foni T Pollitt Wine Educator**.

A Conflict of Interest exists where an individual has interests or loyalties that could adversely influence their judgement, objectivity, or loyalty to WSET or **Foni T Pollitt Wine Educator** when conducting activities associated with WSET qualifications.

Examples of Conflicts of Interest include:

The assessment of candidates by an individual who has a personal interest in the result of the assessment for any or all individuals concerned

- The moderation of assessment of candidates by an individual who has a personal interest in the result of the assessment for any or all individuals concerned
- The invigilation of a WSET assessment by any individual involved in the delivery of training leading to the assessment
- The coaching of candidates by any individual involved in the assessment of candidate scripts
- The investigation of a non-compliance incident by someone who is unable to act impartially

Some of these Conflicts of Interest are manageable and therefore acceptable. For example, if a family member of one of **Foni T Pollitt Wine Educator** educators or APP staff takes a qualification and exam through **Foni T Pollitt Wine Educator**, or when an employee of **Foni T Pollitt Wine Educator** or Mayfair Lane Pub & Dining Roo, or of the WSET, takes a WSET qualification through **Foni T Pollitt Wine Educator**, **Foni T Pollitt Wine Educator** must notify WSET in advance and then work with WSET to put in place measures to maintain the integrity of the exam.

Some Conflicts of Interest are not manageable and are not acceptable. For example, no mitigation efforts can overcome the conflict created when a single individual serves as the educator and exam officer of an exam for a family member where an external invigilator is not available.

Any staff member or student of **Foni T Pollitt Wine Educator** who becomes aware of a Conflict of Interest must inform Foni Pollitt foni@mayfairlane.com.au or please refer the Complaints policy] as soon as possible. Foni Pollitt will inform the WSET of the possible conflict of interest and will work with WSET to put any protective or mitigating measures in place to manage the conflict on a case by-case basis. If WSET and **Foni T Pollitt Wine Educator** decide that the conflict is not manageable, Foni Pollitt will inform any impacted APP staff or students.

Please note that the failure to declare a conflict of interest may have consequences for the student or **Foni T Pollitt Wine Educator** because it is required to report such conflicts to WSET.