Definitions

**Conflict(s) of Interest/Conflict(s)** means an actual, perceived or potential conflict where the personal interests of a person may be in conflict (or perceived to be in conflict) with the interests of Yogahub **Policy** means this Conflict of Interest Policy.

**Introduction**

* 2.1 The Yogahub prides itself in the integrity of its teaching, training and all other activities. It is concerned to avoid any actual, perceived or potential conflicts between the interests of the studio and any personal interests of the Yogahubs staff and students.
* 2.2 This policy sets out the procedures to be followed by the Institute in respect to **actual, perceived or potential conflicts of interest. Yogahub** encourages staff and students to engage in external activities, many of which are also of benefit to the Institute. On occasion activities may give rise to Conflicts of Interest. This policy seeks to manage these Conflicts of Interest in a manner that is fair to all.
* 2.3 Staff and students must disclose to the Yogahub the activities that may give rise to conflicts. In most cases the notification of Conflict of Interest may be all that is necessary to fulfil the obligation required under the policy, depending on the circumstances. However, there may be occasions where intervention by the Institute will be required to manage that Conflict of Interest.
* 2.4 The purpose of this policy is to set out examples which may give rise to Conflicts of Interest and establish the policy for the notification and management of the conflict.
* 2.5 The overarching message is that where there is any uncertainty on the matter the Conflict of Interest should be notified to the identified authorities in the Yogahub and other appropriate bodies. The notifications made under this policy do not replace or substitute any additional declarations of conflicts that an individual may need to make to third parties

**Application and Scope of the Policy.**

* 3.1 This policy applies to all staff, students and associates1 of The Institute.
* 3.2 The policy requires that all individuals must recognise situations in which that person may have a Conflict of Interest. The Conflict of Interest must be disclosed as provided for below.
* 3.3 If an individual is unsure if this policy may apply to him/her, the matter should be raised to the appropriate Head of School/Function
* 3.4 Conflicts of Interest arise in many circumstances and are not only linked to conflicts in research.

1 For example external members of steering committees for research centres GB/29052018 Version 1

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**Conflicts of Interest**

* 4.1 As set out above a Conflict of Interest is an actual, a potential or a perceived Conflict of Interest.
* 4.2 A Conflict of Interest arises when the commitments, duties, independence and objectivity owed by an individual to the Institute are likely to be or may appear to be compromised by a commitment to another body or person (private company; funding body; family member; or a close friend). This includes where the individual may have resulting personal gain or benefit (financial or otherwise) or there may be gain or benefit to a family member or a close friend. A Conflict of Interest may be financial or non-financial.
* 4.3 A Conflict of Interest may also arise where an individual’s judgement with respect to work being carried out for the Institute is unduly influenced by a secondary interest or there is seen to be an incentive to take certain actions by the individual.
* 4.4 Where there is an appearance of or potential for a Conflict of Interest, even where none arises, the matter should be disclosed. Individuals must consider how a situation may be perceived.
  + 4.4.1 **Financial Conflicts**A financial Conflict of Interest is one, as outlined above, where there is or appears to be an opportunity for personal financial gain or financial gain to a family member or close friend. The financial value is immaterial and financial interest would include anything of monetary value. Any financial interest should be disclosed in accordance with this policy. Also see the Intellectual Property Policy for further information in relation to financial conflicts.
  + 4.4.2 **Non-Financial Conflicts**A non-financial Conflict of Interest may include any kind of benefit or advantage, including any form of career enhancement (direct or otherwise), enhancement of education or similar gain for the individual or a to a family member or close friend.
* Recognising that it is difficult to anticipate all conflicts in advance, staff and students are reminded that questions regarding this Conflict of Interest Policy may be made informally and confidentially at any time to Human Resources or the TTO for commercial matters.

**Procedure**

* 6.1 It is the duty of all persons to whom this policy applies to disclose any potential or perceived Conflict of Interest.
* 6.2 The Conflict of Interest should be reported, as set out below, at the time the Conflict of Interest first arises or the first indication that there may be a perception of a potential for a conflict.
* 6.3 The Conflict of Interest should be reported in writing as follows2:-  
  **STAFF**
  + To the Head of School (HOS) /Function or VP of Research
  + If the HOS/Function has an interest in the matter, the Conflict of Interest should be reported to the person at the next level of authority which could be the President
  + Where the Conflict of Interest arises in the context of research, each researcher must make a declaration as to whether they have any personal interest in relation to a proposed sponsor / collaborator or investor or any joint venture or party who may licence IP to or from the Institute.  
    **STUDENTS**
  + The student should discuss with his or her Supervisor or PI where appropriate
  + The student following discussion with the Supervisor or PI should complete the ‘Conflicts Of Interest Notification Form’ and submit it to their Head of Department.
* 6.4 Where advice received in relation to a given conflict (from the appropriate reporting line) is adhered to then there will be no further Institute accountability to that person, this is subject to full disclosure of the conflict. It should be noted that this does not remove any external obligations such as legal actions outside of the Institute.
* 6.5 HR will provide an annual reminder to all those which this policy applies of their requirement to disclose any potential or perceived Conflict of Interest.
* 6.6 In many instances there will be nothing further required. The declaration will be recorded in the relevant Schools/Functions ‘Conflict Register’ or where appropriate

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in the Institute’s Conflict Register. These registers will be held confidentially and each record will be held for the appropriate duration.

Any Conflict of Interest disclosed must be updated as new information becomes available which could affect the previously notified conflict.

The Conflict Register will be reviewed at regular intervals by the relevant School/Function and an annual report will be provided to the Governing Body.

In some cases there may be a need for the Institute to manage the conflict. In such cases the process for management of the conflict should be documented and all interested parties should receive a copy. The following may be appropriate ways in which to manage the Conflict of Interest but this is not an exhaustive list:-

Abstention from meetings, decisions, or discussions on certain matters;

Agreeing not to act as a particular student’s supervisor or the appointment of a second supervisor;

Not sitting on an interview panel & signing the Conflicts Of Interest Notification Form prior to the interview;

Referring to others certain matters for decision;

Standing aside from any project that creates the Conflict of Interest;

Declaring the Conflict of Interest to a relevant third party (for example a funding body).

The Institute has in place a Conflict of Interest Committee. In the event that a conflict cannot be adequately resolved at School/Function level it should be referred to the Conflict of Interest Committee who may issue directions or guidance on the conflict.

Any decision of the Conflict of Interest Committee can be appealed to President. The decision of the President shall be final notwithstanding the option to avail of the Institutes grievance procedures.

Schools/Functions should review conflicts which become disclosed at departmental meetings to ensure that the Conflict of Interest is being actively managed.

With respect to any intellectual property, staff and students are also referred to the Internal IP Declaration and Assignment Form.

**Role of the Conflict of Interest Committee**

Advising the Institute and the Institute School/Functions on conflicts and the Conflicts of Interest Policy

Monitoring the Conflicts of Interest and review and revising the Conflict of Interest Policy where necessary

Ensuring there are systems in place to promote and monitor the compliance with the Conflict of Interest Policy

Issuing direction or guidance on conflicts that are referred to the Committee Advising on any questions referred to it

Regular audit of the register

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8. **Non-Disclosure of Conflict**

In the event that there is a non or partial disclosure of a Conflict of Interest, The Institute

reserves the right to invoke the Disciplinary Policy in relation to the matter.

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**Confidentiality and Freedom of Information**

* 9.1 Conflicts of Interest notifications may be subject to disclosure under Freedom of Information.
* 9.2 All Conflicts of Interest disclosures and related discussions will be held in confidence to the maximum extent permissible but shall be saved into the Conflict Register. Any personal data shall be held and maintained in accordance with data protection requirements and the Institute’s data protection policy.

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**Review of Policy**

This policy shall be reviewed on a regular basis but at least annually by the Conflict of Interest Committee.

Date adopted 29th May 2018 Last Reviewed 29th May 2018

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