Conflict of Interest Policy

Bureau of Fitness Standards · bureauoffitness.org

Document	BFS-POL-02 · Conflict of Interest Policy
Edition	1.0 (interim)
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Owner	Impartiality Committee
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

1. Who this applies to

Members of the Governing Board and all committees and panels, assessors, examiners, item writers, certifiers, invigilators, staff, contractors and volunteers of BFS.

2. What is a conflict of interest

A conflict of interest is any situation where a personal, professional, financial or family interest could influence, or could reasonably be seen to influence, a person's judgement in BFS work. Examples:

- training, coaching, tutoring, mentoring or employing a candidate or applicant in the previous 2 years
- owning, working for, or being paid by a training provider, gym, employer or supplier affected by a decision
- a family or close personal relationship with a candidate, applicant, complainant or provider
- writing or selling examination-preparation material for a BFS scheme
- gifts or hospitality from anyone with an interest in a BFS decision (anything above a token value must be declared and normally refused)
- holding a role in another certification or accreditation body that competes with or relies on BFS

3. Declaring

- On appointment and every year, using the declaration form (BFS-FRM-01).
- Immediately, when a new interest arises.
- At the start of each meeting, for each agenda item.

4. Managing

- The person leaves the discussion and decision on the matter; this is minuted.
- Where a conflict is ongoing and significant, the person may be asked to step down from the role.
- Declarations are reviewed by the Impartiality Committee each year, and a summary (without personal details) appears in the annual impartiality report.
- Failure to declare a known conflict is a disciplinary matter and may lead to removal.

5. Cooling-off periods

Situation	Period before taking part in a related decision
Trained or coached a candidate	2 years
Employed by or paid by a training provider	2 years after leaving
Wrote examination-preparation material	2 years, and never on the same scheme while it is on sale

6. Annual declaration form

Download: BFS-FRM-01 Conflict of Interest Declaration (PDF). The form asks for: name; role at BFS; employment and paid roles; ownership or financial interests in training providers, gyms, suppliers or employers; training or coaching of possible candidates; family links; roles in other certification bodies; gifts or hospitality received; signature and date; and a commitment to declare new interests promptly.