



# ADR ODR

## INTERNATIONAL

### ADR ODR International Civil/Commercial Mediation Training

#### Conflict of Interests Policy

#### INTRODUCTION

1. ADR ODR International is a global provider of Civil/Commercial Mediation trainings for students and professionals. We endeavour to do our best to provide our delegates with achieving high calibre qualification as a successful civil/commercial mediator.
2. At ADR ODR International, we acknowledge that from time to time a conflict of interest may arise during and/or after a training involving a trainer, coach or assessor and a course delegate. As a result, we have adopted a policy to address any such potential conflicts of interest to ensure that the training and any services related to it are performed to the highest standards of integrity and ethics. Compliance with this policy is mandatory.

#### CONFLICTS OF INTEREST

3. A conflict of interest may arise between the following parties:
  - (i) Trainer, coach or assessor and a course delegate; or
  - (ii) ADR ODR International management, trainer or admin staff and a course delegate.
4. The situations in which any of the parties in paragraph 3 have the duty to recognise and disclose a conflict of interest are the following:
  - (i) Any personal relationships with a course delegate;
  - (ii) Any involvement with a course delegate that includes having acted on behalf of/ worked with that delegate.
    - i. This does not include an involvement as a neutral party.

### **CONFLICT OF INTEREST THAT ARISES DURING TRAINING SESSION (scenario 3 (i) above)**

5. If a conflict of interest becomes apparent to a trainer/ coach/ assessor during the course of the training session that involves her/him and a delegate on the course s/he should disclose this conflict of interest as soon as practicable.
6. If such following the disclosure all relevant parties that have an interest in the same agree, s/he may proceed in her/his role as trainer/ coach/ assessor on the course.
7. Should the disclosure reasonably question the relevant trainer's/ coach's/ assessor's independence and integrity and/or the integrity of the course the relevant trainer/ coach/ assessor should withdraw from the course and cease to act in her/his role.

### **CONFLICT OF INTEREST THAT ARISES AFTER TRAINING SESSION**

8. If after a training, a trainer/coach/assessor becomes involved in any way with any of the delegates that attended the same training that relevant trainer/coach/assessor must consider whether such involvement could reasonably be seen as giving rise to a conflict of interest and whether it could undermine their independence and the integrity of the training.
9. Trainer/coach/assessor must consider factors such as:
  - (i) Nature of the involvement; and
  - (ii) How long ago the training took place.
10. If the trainer/coach/assessor comes to a conclusion that such involvement rises a conflict of interest s/he should end the involvement immediately.

### **CONFLICT OF INTEREST THAT ARISES BEFORE/DURING TRAINING SESSION**

#### **(scenario 3 (ii) above)**

11. If an ADR ODR International management, trainer or admin staff recognises before/ during the training session a conflict of interest involving her/him and a delegate on the course s/he should disclose this conflict of interest as soon as practicable.
12. If both parties consent the course delegate may continue to participate in the training course and the relevant ADR ODR International management trainer or admin staff may proceed with their involvement on the relevant training course.

### **CONFLICT OF INTEREST THAT ARISES AFTER TRAINING SESSION (scenario 3 (ii) above)**

13. If after a training, ADR ODR International management trainer or admin staff considers becoming involved in any way with any of the delegates that attended the same training s/he must consider whether the nature of the involvement and time elapsed since the course took place could reasonably be seen as giving rise to a conflict of interest and whether it could undermine their independence and the integrity of the training.
14. If the ADR ODR International management trainer or admin staff concludes that such potential involvement would give a rise to a conflict of interest s/he should not allow such involvement to take place.

### **COMPLAINTS ABOUT OUR DEALING WITH THE CONFLICT OF INTEREST**

15. ADR ODR International is devoted to dealing with any conflicts, complaints or any other issues that may arise in the fairest and most impartial manner whilst providing a high quality, effective and satisfactory service to everyone.
16. If, any of our delegates, trainers, coaches or assessors are dissatisfied with how a particular conflict of interest has been handled we will deal with this in accordance with our complaint's procedure.