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## **AMANI COMMUNITIES AFRICA**

### **MEDIATION & CONFLICT TRANSFORMATION CERTIFICATION COURSE**

### **CONFLICT OF INTEREST POLICY**

#### **Introduction**

Amani Communities Africa emphasizes the importance of upholding ethical standards in mediation training programs. This Conflicts of Interest Policy outlines our commitment to identifying, disclosing, and managing potential conflicts of interest that may arise between trainers/coaches/assessors (TCAs) and participants in our mediation training program.

#### **Definitions**

**Conflict of Interest:** A situation where a person's professional judgment or actions could be influenced by a personal or professional relationship or a financial interest.

**Trainer/Coach/Assessor (TCA):** Any individual involved in delivering training content, coaching participants, or conducting assessments.

#### **Potential Conflicts**

Conflicts of interest may arise in various scenarios, including:

**Prior Relationships:** When a TCA has a personal or professional relationship with a participant (e.g., family member, colleague).

**Organizational Relationships:** When a participant has a known connection to the training organisation or a TCA.



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## **Policy Statement**

We are committed to:

- Maintaining the highest ethical standards in our mediation training program.
- Ensuring impartiality and fairness in all aspects of the program, including training, coaching, and assessment.
- Identifying and disclosing potential conflicts of interest promptly.
- Taking appropriate steps to manage conflicts to prevent any undue influence or unfair advantage.

## **Responsibilities**

### **Organization**

1. Develop and implement clear procedures for identifying and managing conflicts of interest.
2. Provide training to TCAs on conflict of interest issues and best practices.

### **Trainers/Coaches/Assessors (TCAs)**

1. Disclose any potential conflicts of interest with participants at the beginning of their involvement in the program.
2. Recuse themselves from situations where a conflict of interest may arise.
3. Seek guidance from the organization if unsure about a potential conflict.

### **Participants**

1. Disclose any potential conflicts they perceive with a TCA to the organization.
2. Avoid any actions that may create a conflict of interest during the program.



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## Procedures

1. Disclosure: All TCAs and participants are required to disclose any potential conflicts of interest at the beginning of the program. Disclosures can be made verbally to the program administrator or submitted in writing.
2. Management: Upon disclosure of a potential conflict, the program administrator will assess the situation and take appropriate steps to manage it. This may involve reassigning a TCA, implementing blind assessments, or relocating a participant to a different course section, if feasible.

All disclosed conflicts will be maintained confidentially to the extent possible while ensuring the fairness and integrity of the program.

A record of all disclosed conflicts of interest and the actions taken to manage them will be maintained for the period of management of the conflict of interest only, in accordance with our data policy.

By implementing this policy, we aim to foster a learning environment free from conflicts of interest, where participants can develop their mediation skills with confidence and trust.



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