

Conflict of Interest Policy for MICADR CMTP (Hereinafter referred to as the “Program”)

1. Purpose

The purpose of this conflict of interest policy is to ensure the integrity, fairness, and impartiality of the Program. This policy is designed to protect the Program’s reputation and to ensure that all participants, trainers, and staff adhere to the highest ethical standards, avoiding any conflicts of interest that could compromise the Program's objectives or the quality of training.

2. Scope

This policy applies to all individuals involved in the Program, including but not limited to:

- Trainers
- Coaches
- Assessors
- Administrative Staff
- Organizers
- Management of MICADR
- Participants (Trainees)

3. Definition of Conflict of Interest

A conflict of interest arises when an individual’s personal, financial, or professional interests could potentially interfere with their duties and responsibilities related to the Program. Conflicts of interest may be actual, perceived, or potential.

Examples of conflicts of interest include, but are not limited to:

- Engaging in relationships (personal or professional) with participants or other trainers/coaches/assessors that could affect impartiality.
- Using one's position in the training program to gain personal or financial benefits.
- Being involved in a legal dispute or mediation process with a participant in the training program.

4. Avoiding Conflicts of Interest

To avoid any potential conflicts of interest between trainers, coaches, assessors, and participants on our courses, MICADR implements the following measures:

- **Clear Disclosure and Declaration:** All trainers, coaches, and assessors are required to disclose any prior relationships or engagements with participants before the course begins. This ensures transparency and allows for early identification of any potential conflicts.
- **Strict Impartiality and Professionalism:** Trainers, coaches, and assessors are bound by strict ethical guidelines to maintain impartiality throughout the course. They are trained to avoid personal biases and ensure that all participants are treated fairly and equitably.
- **Rotation of Trainers and Assessors:** Where possible, we rotate trainers, coaches, and assessors to avoid familiarity that could lead to bias or perceived conflicts of interest. This ensures a fresh perspective in both training and assessment.
- **Independent Oversight:** We have an internal review process whereby a designated independent coordinator monitors the interaction between trainers/assessors and participants. This oversight serves as an additional layer of accountability.
- **Conflict Resolution Mechanism:** In the rare event that a conflict of interest is identified or arises, we have a conflict resolution protocol in place. This includes replacing the involved trainer/coach/assessor and, if necessary, offering participants alternative arrangements to ensure their training and assessment remain unaffected.

These steps ensure that our center maintains the highest standards of integrity and professionalism in its training and assessment processes.

5. Disclosure Requirements

All individuals covered by this policy must disclose any actual, perceived, or potential conflicts of interest as soon as they arise. Disclosure should be made in writing to the organizers of the Program.

The disclosure should include:

- The nature of the conflict.
- The individual(s) or entities involved.
- The potential impact on the Program.

6. Managing Conflicts of Interest

Upon disclosure of a conflict of interest, the organizers will share it with the management of MICADR to evaluate the situation and determine the appropriate course of action. Possible actions include:

- Reassignment of duties or responsibilities to avoid the conflict.
- Exclusion of the individual from specific decisions or activities.
- Termination of the individual's involvement in the Program, if necessary.

The decision will be documented and reviewed by the Managing Director of MICADR, and the individual will be informed in writing of the outcome and any actions required.

7. Confidentiality

All disclosures of conflicts of interest and the resulting actions will be treated confidentially to the extent possible. Information will be shared only with those who have a legitimate need to know to address the conflict.

8. Training and Awareness

All individuals covered by this policy will receive training on conflict of interest issues during the Program's onboarding process. Ongoing education and reminders about the policy will be provided to ensure continued awareness and compliance.

9. Enforcement

Failure to disclose a conflict of interest or to comply with the conflict management measures may result in disciplinary action, up to and including removal from the Program.

10. Review of Policy

This policy will be reviewed annually by the Management of MICADR to ensure it remains effective and relevant. Any changes to the policy will be communicated to all covered individuals.

11. Contact Information

For questions or to disclose a conflict of interest, individuals should contact the Management of MICADR at info@micadr.com.