

CONFLICT OF INTEREST POLICY FOR EDUCATORS

Adopted by the Board on 24 June 2025

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Purpose

This Conflict-of-Interest Policy sets out principles for minimising and managing potential conflicts of interest for Educators involved in educating and evaluating the members of the Irish Association of Snowsports Instructors CLG (the “Association” or “IASI”).

The aim of the Association is to achieve effective management of conflicts of interests, without over-prescriptive regulation.

IASI relies on the input and participation of many stakeholders who interact with the Association. In trying to achieve breadth, depth and diversity, the Association may also encounter conflicting interests. Conflicts of interest and loyalty exist for every organisation. However, to ensure the integrity of the Association, undue influence or conflicts, requires acknowledgement and clarity of process.

Educators have an obligation to understand, declare and manage conflicts of interests and loyalties to protect and promote the Association’s reputation.

While the Association has endeavoured to identify the main conflicts of interest that may arise for Educators, it is impossible to foresee every eventuality. The Association relies on voluntary disclosure of potential conflicts of interest by an Educator. Educators, therefore, have a duty to disclose all potential conflicts of interest that arise in the course of performance of their services for the Association and service providers to IASI, as well as to comply with specific requirement of the policy.

Objectives of the Policy

The Board of Directors aims to ensure that Educators are aware of their obligation to disclose conflicts of interest and conflicts of loyalty as the Association needs to be protected against conflicts of interest and conflicts of loyalty that may be detrimental to its activities.

To protect the Association and Educators against impropriety or the appearance of impropriety, including reputation risk.

To earn and maintain confidence of the Snowsports community, regulatory bodies and the general public in the integrity, effectiveness and impartiality of the Association.

Scope of this specific Policy

The policy applies to Educators.

Definition

- Conflict of Interest

A conflict of interest arises, may arise or can appear to arise where someone's personal, financial, business, political or family interest(s) and/or loyalty conflicts with the interest of the Association. The Board understands that conflicts of interest can and do arise from time to time. The problem is not that conflicts arise, but more so that they are not declared and managed appropriately.

Not declaring interest could give rise to suspicion of improper motives even where none exist. The importance of transparency of judgements and transactions is paramount. To help decide whether you have a conflict of interest, imagine you are explaining your actions and how it would appear to an external third party. The appearance of a conflict of interest has the potential to damage IASI's reputation.

- Conflict of Loyalty

A conflict of loyalty is where an Educator may be (or perceived to be) potentially influenced by considerations other than the best interest of IASI. Conflicts of loyalty may be sufficiently serious to amount to conflicts of interest.

If in doubt, declare.

Examples of Possible Conflicts

The following are some examples of Conflicts of Interest and Conflicts of Loyalty; this is not an exhaustive list.

- Educator Assessing a Friend or Former Student

A course examiner or trainer is assigned to assess an instructor who is a personal friend, former trainee, or colleague.

- **Conflict of interest:** The trainer may struggle to remain impartial due to personal loyalty, risking the fairness of the certification process or credibility of the association.

- Trainer Ignoring Misconduct to Protect Reputation

A course Educator becomes aware of unprofessional or unsafe behaviour by another Educator

- **Conflict of loyalty:** Reporting the behaviour could harm the colleague's reputation; but staying silent risks member safety and the association's image and integrity.

- LCP encouraging an Educator to Pass Candidates

A course examiner or trainer assigned to a Licenced Course Provider (LCP) is encouraged to have a high pass level as they feel that more people will book with their LCP if results are good.

- **Conflict of Loyalty:** The trainer may struggle to maintain the Associations standards of certification in face of this pressure as they are paid by the LCP, risking the fairness of the certification process or credibility of the association.

Policy

This policy has been developed because conflicts of interest and conflicts of loyalty commonly arise, and do not need to present a problem to the Association if they are openly and effectively managed. It is the policy of the Association to ensure that ethical, legal, financial or other conflicts of interest or conflicts of loyalty be avoided and that any such conflicts (where they do arise) do not conflict with their obligations to IASI.

IASI will manage conflicts of interest by requiring Educators to:

- Avoid conflicts of interest where possible.

- Identify and record any conflicts of interest.
- Carefully manage any conflicts of interest.
- Adhere to this policy and respond to any breaches.

Where a reasonable person with knowledge of the relevant facts would question the impartiality of the Educator in the matter, the Educator should prepare a written statement describing the situation and any action taken to manage the conflict.

The Educators Charter provides that Educators should avoid anything that is a conflict of interest with the Association. It also provides that Educators may be engaged, employed or concerned in any other activity which does not place an Educator in a conflict of interest with the Association.

Educators must immediately notify the Association in writing in the event that a conflict of interest arises. With the notification an Educator must outline their proposal of how the conflict can be mitigated or eliminated.

A breach of this obligation may result in the immediate removal of an Educator's accreditation as an Educator at the discretion of the Board of the Association.

In the event that the conflict of interest cannot be mitigated to the satisfaction of the Association an Educator shall not be eligible to continue to provide IASI courses until determined by the Association and in any event not until the conflict of interest has been removed or mitigated.

Post-conflict disclosures

A conflict of interest that comes to light after the circumstance has passed, whether the conflict occurred through intent or inadvertent error, the Educator is required to bring the conflict to the attention of the Board.

Record of Reported Conflicts

A record will be maintained by the Honorary Secretary of the Board recording all information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

Confidentiality of disclosures

The Chairperson (unless conflicted), in consultation with the Honorary Secretary, shall consider any notified conflict of interest by an Educator and may request additional information from an Educator in relation to the conflict. If it is decided that there is a conflict of interest that the Chairperson is of the view may not be capable of mitigation or elimination, the Chairperson will refer the matter to the Board for a final decision.

Any information provided will be restricted to the Board and any others directly involved in dealing with the matter, e.g. legal advisers and other advisers.

Action required for Management of Conflicts of Interest

- Educators undertake that they shall immediately notify the Association in writing in the event that a conflict of interest arises. The notification must outline the Educator's proposal of how the conflict can be mitigated or eliminated.
- A breach of this obligation may result in the immediate removal of the Educator's accreditation as an IASI Educator at the discretion of the Board of the Association.
- In the event that the conflict of interest cannot be mitigated to the satisfaction of the Association, the Educator shall not be eligible to continue to provide IASI courses until determined by the Association and, in any event, not until the conflict of interest has been removed or mitigated.

Compliance with this policy

If the Board has a reason to believe that an Educator subject to this policy has failed to comply with it, it will investigate the circumstances.

If it is found that an Educator has failed to disclose a conflict of interest, the Board may take action against the Educator, e.g. seeking the Educator's resignation or removal of the Educator's accreditation as an IASI Educator.

If a person suspects that an Educator has failed to disclose a conflict of interest, they must notify the Chairperson and/or Honorary Secretary of the Board as soon as is practicable.

Contacts

- For questions about this policy, contact the Chairperson of the Board at chair@iasisnowsports.ie
- To notify a conflict of interest, contact secretary@iasisnowsports.ie

Review of Policy

This Conflict-of-Interest policy will be reviewed every two years, or sooner if required.

Approving Authority

Approved by	Position	Date
Dáire O'Connell	Chairperson of the IASI Board	24.06.2025

Version Control History

Version No.	Valid from date	Updates to Previous Version
1.0	24 June 2025	New Document