

ANTI-CONFLICT OF INTEREST POLICY

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1. Purpose



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Overview of the policy's aims regarding integrity, ethical governance, and BQA alignment.

2. Scope

Applicability of the policy to the Governing Body, staff, PTA, and external vendors.

3. Definition of Conflict of Interest

Clarification of Actual, Potential, and Perceived conflicts in a professional setting.

4. Examples of Conflict of Interest

Specific scenarios including recruitment, gifts, procurement, and private tutoring.

5. Governance and BQA Compliance

Standards for documented decision-making, financial integrity, and audit trails.

6. Disclosure Requirements

Procedures for written disclosures and mandatory annual declarations for leadership.

7. Procurement and Financial Integrity

Protocols for vendor selection, quotation requirements, and gift declarations.

8. Recruitment and Employment

Guidelines for merit-based hiring and the management of family relationships at work.

9. Confidentiality

Rules regarding the protection of school information and prevention of personal gain.



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10. Reporting and Investigation

Procedures for confidential reporting and ensuring fair, non-retaliatory investigations.

11. Disciplinary Action

Consequences for policy violations, ranging from warnings to termination.

12. Policy Review

Commitment to annual updates in line with Bahraini regulations and CBSE norms.

13. Staff Declaration Form

Formal acknowledgement of policy understanding and agreement to comply.

14. Conflict of Interest Disclosure Form

The official document for reporting specific financial, personal, or gift-related interests.



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ANTI-CONFLICT OF INTEREST POLICY

1. Purpose

New Horizon School (NHS) is committed to the highest standards of integrity, transparency, accountability, and ethical governance. This policy ensures that all decisions are made in the best interest of students and the school community, free from personal bias, undue influence, or improper gain. The policy aligns with Bahrain Quality Assurance (BQA) expectations for ethical leadership, governance transparency, and institutional accountability.

2. Scope

This policy applies to the Governing Body, Principal, Leadership Team, Teaching Staff, Administrative Staff, Support Staff, Procurement Committee Members, PTA Executive Members, Vendors, Consultants, and any individual acting on behalf of the NHS.

3. Definition of Conflict of Interest

A conflict of interest arises when personal, financial, or relational interests interfere—or appear to interfere—with professional responsibilities. Conflicts may be Actual, Potential, or Perceived.

4. Examples of Conflict of Interest

- Hiring or supervising a relative without disclosure
- Accepting gifts, commissions, or favors from vendors
- Influencing procurement decisions for personal benefit
- Using school resources for personal business
- Providing paid private tutoring to NHS students without written approval
- Participating in decisions where a family member benefits

5. Governance and BQA Compliance

NHS ensures transparent governance structures, documented decision-making processes, financial integrity, and accountability mechanisms in line with BQA expectations. All procurement, recruitment, and financial approvals must follow documented procedures and audit trails.

6. Disclosure Requirements

All staff must disclose any actual, potential, or perceived conflict in writing to the Principal. Governing Body members must disclose conflicts to the Chairperson. Annual Conflict of Interest Declarations are mandatory for leadership, procurement members, and PTA executives.



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7. Procurement and Financial Integrity

- Minimum three quotations for major purchases
- Transparent vendor evaluation process
- No acceptance of cash gifts
- Gifts above nominal value must be declared
- Clear documentation and approval hierarchy maintained

8. Recruitment and Employment

- Merit-based recruitment process
- Mandatory declaration of family relationships
- No direct supervision of immediate family without Governing Body approval

9. Confidentiality

Confidential school information must not be used for personal gain or shared without authorization.

10. Reporting and Investigation

Concerns must be reported confidentially to the Principal or Governing Body. Investigations will be conducted fairly, maintaining confidentiality and protection from retaliation.

11. Disciplinary Action

Violation of this policy may result in written warning, suspension, termination of employment, or removal from committee roles.

12. Policy Review

This policy shall be reviewed annually and updated as required to ensure continued compliance with Bahrain regulations, CBSE norms, and BQA standards.

Approved By: Mrs. Vishnu Vandana

STAFF DECLARATION

I confirm that I have read, understood, and agree to comply with the Anti-Conflict of Interest Policy of New Horizon School.

Name: _____

Designation: _____

Signature: _____

Date: _____



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CONFLICT OF INTEREST DISCLOSURE FORM

1. Do you have any financial, personal, or family interest that may create a conflict with your duties at NHS?

☐ Yes ☐ No

2. If Yes, please provide details:

3. Have you accepted any gifts, hospitality, or benefits from vendors or stakeholders in the past 12 months?

☐ Yes ☐ No

4. If Yes, provide details:

Declaration:

I hereby declare that the information provided above is true and complete to the best of my knowledge. I agree to promptly disclose any future conflicts that may arise.

Name: _____

Designation: _____

Signature: _____

Date: _____