

## Conflict of Interest Policy

No member of Equivalency Testing Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Equivalency Testing. This shall also include the member's business or other non-profit affiliations, employer, or close associates who may stand to receive a benefit or gain. Equivalency Testing believes in professionalism in all aspects of its business, therefore we do not accept any family members and/or significant other on to our courses or examinations, or any other person where it could be seen as a conflict of interest in determining examination results.

Each individual shall disclose to the Directors any personal interests which he or she may have in any matter pending before the organization and shall refrain from participation in any discussion or decision on such matter.

In addition, any member of Equivalency Testing Directors or Staff shall refrain from obtaining any list of clients or donors for personal or private solicitation purposes at any time during the term of their affiliation.

Any new member of staff shall be given this policy at the time of their employment.

We understand that the purposes of this policy are to protect the integrity of Equivalency Testing and the organization's decision-making process as well as to enable our constituencies to have confidence in the integrity, intentions and actions of the officers, staff, To that end, we understand that this policy is not meant to supplement good judgment and all constituents should respect its spirit as well as its wording



Mr Roger Freestone  
Director and Chief Examiner