

C3 Design Approvals Limited

Conflict of Interest Policy (Published)

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Introduction

C3 Design Approvals Ltd (C3) is committed to acting with integrity, transparency, and professionalism. As a Registered Building Control Approver (RBCA), we adhere to relevant regulatory standards including the Professional Conduct Rules and Operating Standards Rules.

This Policy outlines the principles that govern our decision-making processes and ensures that we discharge our duties in an impartial and unbiased manner.

What is a Conflict of Interest

A conflict of interest arises when a company or individual's personal, professional, or financial interests interfere, or appear to interfere, with the impartiality and objectivity required in performing their duties.

To safeguard independence, Regulation 3 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024 require RBCAs to have “no professional or financial interest in the work they supervise” other than that required to fulfil their regulatory function.

Principles

- **Impartiality:** C3 will always act with impartiality, prioritising public safety and compliance with building regulations over other interests or external pressures. C3 abide by it's Impartiality Quality Procedure (QP22) as part of its Quality Management System.
- **Transparency:** C3 will disclose conflicts of interest to clients, stakeholders, and relevant regulatory bodies.
- **Accountability:** C3 hold themselves accountable for identifying, managing, and avoiding conflicts of interest in all professional activities. C3 have a third party accredited quality management system.
- **Compliance:** C3 will undertake internal checks to ensure it complies with relevant regulatory standards including the Professional Conduct Rules and Operating Standards Rules,

Identifying and Disclosing Conflicts of Interest

Employees and representatives of C3 must disclose any situation where a conflict of interest may arise. This includes but is not limited to:

- A personal or financial interest in a project or development subject to building control approval by C3.
- Any responsibility for the design or construction of any of the work subject to building control approval by C3.
- Close personal relationships with individuals or companies involved in projects subject to building control approval by C3.
- Any other situation that might impair objectivity where a project is subject to building control approval by C3.

Once a conflict of interest is identified, it will be assessed and documented, and, if necessary, steps will be taken to mitigate or eliminate the conflict.

Management of Conflicts of Interest

When a conflict of interest is identified, C3 will take appropriate actions to manage the situation. These actions may include, but are not limited to:

- Reassigning the responsibility for the project to another impartial member of the team.
- Withdrawing from the decision-making process related to the project.
- Consulting with external parties or regulatory bodies to ensure that the process remains transparent and unbiased.

Recording and Documentation

All disclosed conflicts of interest and actions taken to manage them will be documented and stored securely in accordance with data protection regulations. These records will be available for review by relevant bodies as required.

Training and Awareness

C3 is committed to ongoing training for its team members to ensure they understand and can effectively manage potential conflicts of interest. Regular updates will be provided to keep staff aware of any changes in relevant laws, codes, or standards.

Enforcement and Consequences

Failure to disclose or appropriately manage conflicts of interest may result in disciplinary action in line with our internal policies. In serious cases, this could include termination of employment or termination of any contractual relationship with the client or project.

Contact Information

If you have any questions or concerns regarding conflicts of interest or would like to report a potential conflict, please contact us at info@c3designapprovals.co.uk or call 01785 330303.