AFSSA™

Annual Floor Safety Standard Assurance

CONFLICT OF INTEREST POLICY

Document Title	Conflict of Interest Policy
Document Reference	AFSSA-POL-COI-007
Version	1.0
Issue Date	June 2025
Review Date	June 2026
Document Owner	Sonny Webb, Founder & Lead Assessor
Approved By	Sonny Webb, AFSSA
Status	Active

1. Purpose

This Conflict of Interest Policy sets out how AFSSA identifies, declares and manages conflicts of interest to protect the independence, integrity and impartiality of its assessment and assurance services.

AFSSA is an independent flooring assessment framework. The credibility of AFSSA's reports, certificates and recommendations depends on the genuine independence of every assessment carried out under the framework. Conflicts of interest, whether actual or perceived, must be identified and managed appropriately.

2. Scope

This policy applies to all individuals involved in carrying out, reviewing or approving AFSSA assessments, reports and certificates.

3. Definition of Conflict of Interest

A conflict of interest arises where an individual's personal, financial or professional interests could influence, or could reasonably appear to influence, the objectivity or impartiality of an AFSSA assessment.

Conflicts of interest may be:

- Actual — a conflict that directly affects the individual's ability to act impartially
- Potential — a situation that could develop into an actual conflict
- Perceived — a situation that an objective observer might reasonably conclude could compromise impartiality, even if no actual conflict exists

All three types must be declared and managed under this policy.

4. Examples of Conflict of Interest

Examples of situations that may give rise to a conflict of interest include:

- An assessor has a financial interest in a flooring contractor that could be recommended or appointed following the assessment
- An assessor has a personal relationship with a client, site manager or decision-maker at the organisation being assessed
- An assessor has previously carried out flooring repair or installation work at the premises being assessed
- An assessor or AFSSA has a commercial arrangement with a supplier, contractor or manufacturer that could benefit from the assessment findings
- An assessor has a financial interest in the outcome of the assessment, for example through performance-related arrangements linked to findings

This list is not exhaustive. Assessors must use professional judgement in identifying situations that may create or appear to create a conflict.

5. Declaration of Conflicts of Interest

Before accepting any assessment instruction, the assessor must consider whether any conflict of interest exists. Where a potential, actual or perceived conflict is identified, the assessor must:

- Declare the conflict to the Founder before the assessment proceeds
- Provide sufficient information to allow AFSSA to assess the nature and significance of the conflict
- Not proceed with the assessment until the conflict has been assessed and a decision made on how it will be managed

6. Managing Conflicts of Interest

On receipt of a conflict of interest declaration, AFSSA will consider:

- Whether the conflict can be managed in a way that adequately protects the impartiality of the assessment
- Whether the client should be informed of the conflict
- Whether the assessment should be reassigned to a different assessor
- Whether the instruction should be declined

Where a conflict is managed rather than avoided, the steps taken and the rationale for the decision will be recorded.

7. AFSSA and VFR

AFSSA is an independent assessment and assurance framework. VFR (Vinyl Flooring Repairs) is a separate commercial flooring repair business. The relationship between AFSSA and VFR is acknowledged and must be actively managed to protect the independence of AFSSA assessments.

AFSSA assessors must not recommend VFR or any associated contractor in preference to other suitable contractors solely on the basis of the commercial relationship. Assessment findings must remain impartial and evidence-based at all times. Where repair or remedial work is identified, any signposting to contractors must be general and proportionate.

8. Gifts and Hospitality

AFSSA representatives must not accept gifts, hospitality or other benefits from clients, contractors or suppliers that could reasonably be seen to influence assessment findings. Any offer of a gift or hospitality of more than nominal value must be declared to the Founder.

9. Record Keeping

AFSSA will maintain a record of all conflict of interest declarations and the steps taken to manage them. This record will be available for review as part of AFSSA's quality assurance processes.

10. Related Documents

- Code of Conduct
- Quality Assurance Policy
- Assessor Standards Policy
- Confidentiality Policy

11. Document Control

Policy Owner	Sonny Webb, Founder & Lead Assessor, AFSSA
Review Frequency	Annual, or following material change to the business or framework
Next Review Due	June 2026
Version History	Version 1.0 — Initial issue, June 2025
Distribution	Available to clients, assessors and relevant parties on request

AFSSA™ | Condition-Led. Evidence-Based. | Raising the Standard. | www.afssa.co.uk