

Maple STC – Conflict of Interest Policy

1. Purpose

This policy ensures that all decisions made at Maple STC are fair, transparent, and in the best interest of our students and centre. It sets out how potential conflicts of interest should be identified, reported, and managed.

2. Definition of Conflict of Interest

A **conflict of interest** occurs when an individual's personal, financial, or professional relationships could improperly influence, or appear to influence, their decisions or actions in the context of Maple STC's operations.

This applies to:

- Academic staff
- Administrative staff
- Coordinators, agents, and assessors
- Students

3. Conflicts of interest may include, but are not limited to:

1. A staff member grading or assessing work submitted by a relative or close friend
2. A tutor offering paid private tutoring to their own students outside the platform
3. A coordinator receiving gifts or incentives that may influence decisions
4. Personal relationships affecting admission, assessment, or disciplinary outcomes.
5. Agents or partners promoting programs for personal gain over student benefit

4. Declaration of Interest

All staff, contractors, and partners must declare any potential conflicts of interest immediately to:

Email: management@maplestc.com

This must happen before beginning any new task or role, or when a new potential conflict arises.

5. How Conflicts Are Managed

Once a conflict is declared, it will be reviewed by senior management. A decision will then be made on how to manage or eliminate the conflict (e.g., reassignment of duties or exclusion from decision-making). All actions taken will be documented for accountability. Failure to disclose a conflict of interest may result in disciplinary action.

6. Student Considerations

Students are expected to declare any close personal or family connections to staff members, agents, or assessors; avoid situations where their actions could affect the fairness of academic processes; and report any observed conflicts of interest that may impact their studies or assessments.

7. Confidentiality

All declarations and investigations will be treated confidentially. Disclosures will be used only for managing the conflict and maintaining institutional integrity.

8. Review and Enforcement

This policy is reviewed annually. Maple STC reserves the right to update the policy as needed. Violations of this policy may result in disciplinary measures, including dismissal or disqualification.

9. Contact

For questions or to report a conflict of interest:

Email: management@maplestc.com

Phone: +84 (0) 89 9166 156



(+84) 0 899 166 156



management@maplestc.com



www.maplestc.com

MAPLE SCIENCE TECHNOLOGY DEVELOPMENT AND BUSINESS CENTER

2nd floor, Vinafor Saigon Building, Truong Dinh Street,
District 3, Ho Chi Minh City, Vietnam