

Conflict of Interest Policy



2024

**UNIVERSITY OF SARGODHA
SARGODHA**

Table of Contents

1. Statement of Intent 1

2. Objectives..... 1

3. Scope..... 2

4. Responsibilities 2

5. Recognizing Conflicts of Interest 2

6. Declaring Conflicts of Interest 3

7. Review of the Conflict of Interest Policy 3

Annexure-A..... 4

Annexure-B..... 5

Annexure-C..... 6

1. Statement of Intent

1.1. Conflicts of interest are possible at a large organization since employees often have many roles and they have to interact with the outside world. Faculty, employees, students, grantees, and emeritus researchers must identify and report any behavior that could be construed as a conflict of interest to help the University minimize such risks as much as possible.

1.2. A conflict of interest exists when a person has many responsibilities regarding the University and other people or groups. Whether actual or perceived, conflicts may arise when outside activities of someone conflict with another's connections or the stakeholders conflicting obligations inside the organization. The effects might be monetary, non-monetary, or a mix.

1.3. Assuming that the stakeholders alike have good time management. As long as they complete their duties to the University, follow all applicable external rules and procedures, and protect the University's and its members' reputation, they may continue with them as usual.

1.4. The University's reputation and those of the individuals concerned might be harmed if these genuine or apparent disagreements are not addressed. This might result in disciplinary action, financial penalties, or even legal action.

1.5 The fundamental purpose of the Conflict of Interest Policy, supporting processes and guidelines are to provide students, teachers and staff an understanding of the intricacies of conflicts of interest. This entails both anticipating and resolving potential or current problems.

2. Objectives

2.1 To ensure that any assignment may be done not endangering the integrity or reputation of the organization or its stakeholders by identifying and adequately managing any actual or expected financial or non-financial conflicts of interest arising from external business, personal relationships, or roles within the University, and to accomplish this by identifying and appropriately managing actual or perceived financial or non-financial conflicts of interest.

2.2 To develop mechanism to address the conflicts of interest, and ensure these procedures comply with the concerned professional, legal, ethical, and regulatory standards on conflicts of interest.

2.3 To take measures if a conflict of interest is unavoidable.

2.4 To ensure that the Policy is communicate/accessibile to all the stakeholders, and its compliance/implementation is monitored.

3. Scope

This Policy is applicable to all the concerned members of the University and encompass all the matters related to conflict of interest.

4. Responsibilities

4.1. Every researcher, employee, and member of an external committee working at the University (as indicated in section 3 above) may ensure that they adhere to this Policy at all times and in every situation.

4.2. In addition to supplying sufficient background information and explanations, the Registrar shall be responsible for ensuring this Policy to be effectively and continuously administered.

4.3. If there is a complaint to the Conflict of Interest Committee constituted by the competent authority, the Registrar shall hold records of disclosures and management plans and provide them to the Committee.

4.4. The Conflict of Interest Committee is responsible for designing and maintaining the Conflict of Interest Policy framework and the Committee shall further provide guidance and direction to the University from time to time.

5. Recognizing Conflicts of Interest

5.1. Conflicts of interest occur when the University members are in a position to influence a decision on policy or purchases where they might directly or indirectly receive financial benefit or give improper advantage to associates. Conflicts of commitment arise when the University members' involvements in outside activities substantially interfere with their primary responsibilities and commitments to the University i.e., teaching, research administration etc.

5.2 The next step in detecting actual or prospective conflicts of interest is determining what fundamental interests are involved. The application of this policy may primarily be divided into three different categories:

(i) The first dimension is composed of roles and connections in the organization. Close personal relationships, responsibilities, or activities involving parties outside the University and participation on committees or positions which require making decisions both within and on behalf of the organization.

ii) The second dimension is comprised of the activities that instigate conflict. Most often encountered reasons for actual or potential conflict are intellectual property, procurement, commercial transactions and agreements, the conduct and financing of research, external activities, appointments, admissions, recruitment, spinoffs, and other enterprises in which faculty, staff and students are interested.

5.3. Any employee heading some statutory body or at the position of decision making should disclose any actual or potential conflicts of interest or situations that might appear while executing the responsibilities.

6. Declaring Conflicts of Interest

It is the duty of every member of staff or student to disclose any conflict of interest or any circumstances that might reasonably give rise to the perception of conflict of interest to the Head of a department or office if such situation arises at Annexure-A. Declaration at the time of Interview at Annexure- B and Declaration by Selection Board members at Annexure-C.

7. Review of the Conflict of Interest Policy

In order to maintain transparency, the Policy shall be reviewed by the Conflict of Interest Committee. Such reviews shall take place in the light of guidance on the best practice issued by the University statutory bodies and are to take place not less than once every five years.

Declaration if Situation Arises

Name: _____

Position (e.g., Employee/Volunteer/Director): _____

Date: _____

Certification

By signing this form below, I certify that:

- 1. I have read and understand the policy;
- 2. I agree to comply with the policy.
- 3. Statement of Conflict of interest

.....
.....

Signature
(Name)

Annexure-B

Declaration at the time of Interview

1. Please provide below two references if any from University of Sargodha, Sargodha.

Name: _____

Name: _____

Designation: _____

Designation: _____

2. Please provide detail of your blood relatives or near relatives i.e. spouse and in Laws which have served in University of Sargodha or are serving in University of Sargodha:

Name: _____

Name: _____

Designation: _____

Designation: _____

3. I _____ hereby certify that no blood relative or near relative i.e. spouse and in Laws is a member of the Selection Board in which I am as a candidate for a post in University of Sargodha and the statements made in this form are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, University shall have the right to terminate my service.

Candidate's signature

(Full Name)

Declaration by Selection Board member

Vice Chancellor

University of Sargodha, Sargodha

With reference to my appointment as Chairperson/Member of the Selection Board constituted for the purpose of examining and reporting upon the applications received for _____, I hereby certify that:-

- 1 . I am not related to any candidate by consanguinity or affinity;
2. I am not a blood relative or near relative i.e. spouse and in Laws or guardian of any candidate;
- 3 . I AM AWARE THAT THE WHOLE PROCEEDINGS OF THE BOARD ARE OF ACONFIDENTIAL NATURE AND MAY NOT, WHETHER STILL PENDING OR TERMINATED, BE DISCLOSED, DIRECTLY OR INDIRECTLY, TO ANY PERSON.

Date: _____

Signature: _____

Name in Block Letters: _____