



AC-F-05.V01: CONFLICT OF INTEREST POLICY





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Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

This policy articulates guidelines to manage conflict or perceived conflict of interest.

2. POLICY DESCRIPTION

Academic freedom and excellence in teaching and research are guarded as guiding principles to achieve its mission. Members of the HBKU community are encouraged to engage in a wide range of activities. This policy articulates how HBKU assesses actual and perceived conflicts and when appropriate permits certain managed conflict.

2.1 DEFINITIONS

- **Conflict of commitment:** A situation whereby a member of the academic community allows for his/her outside activities to compromise or may compromise his/her ability to meet his/her obligations to the University.
- **Outside activities:** For the purpose of this policy refers to an activity performed outside the University that rewards/benefits the academic member financially or otherwise.
- **Professional Consultancy:** Any professional activity with a third party that entails a fee-for-service or equivalent.
- **Academic members:** Include regular faculty, lecturers, post docs, research assistants.
- **Conflict of Interest:** Any situation in which the personal, professional, financial or other interests of an individual (including second-degree-relative by blood) may be reasonably perceived as potentially or actually diverging from, his or her professional obligations to the University or interests of the University.
- **Second-degree-relative by blood:** Includes sons, daughters, brothers, sisters, spouse, fathers, and mothers.

2.2 POLICY STATEMENTS

1. Academic members' primary commitment of time and scholarly energies must be to the University's teaching, research and other programs/services.
2. Academic members of the university owe their primary professional allegiance to the university, thus in all of their scholarly production, HBKU should normally be their first affiliation.
3. HBKU requires the disclosure of all apparent or perceived Conflicts of Interest or circumstances, which may reasonably be perceived as creating a Conflict of Interest or commitment. The disclosure must be made at the time the conflict of interest/commitment arises, or it is recognized that a conflict of interest/commitment may be perceived.
4. The responsibility of adhering to the Professional Consultancy Policy lies with the individual.
5. Conflict of commitment constitutes professional misconduct and will be subjected to the university professional conduct policy and procedures.





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6. All academic members shall avoid any conflict or appearance of conflict of interest in all educational settings, including classrooms and laboratories, professional and in non-educational settings. The following are examples of activities that create a conflict of interest:
- Improper use of the university's facilities, personnel or other resources. The university's resources are provided to further the university's educational, administrative, research and other goals. These resources may not be used for personal use, including outside activities;
 - Obtaining, disclosing or using the university's confidential information for direct or indirect personal interest, profit or advantage or, for any purpose that may be detrimental to the university;
 - Obtaining, disclosing or using the university's confidential information for a purpose that is not authorized by the university or disclosure of the university's confidential information to a person or entity that is not authorized to receive the university's confidential information;
 - Failing to disclose and assign intellectual property. Inventions and discoveries by academic members are subject to the university's intellectual property policy;
 - Engaging in activities that are in direct competition with the university;
 - Participating, directly or indirectly, in the selection, award or administration of any business arrangement involving the university and a business in which the faculty member or the researcher holds, directly or indirectly an ownership or other interest or has an employment/management role;
 - Evaluating students' academic success based on considerations unrelated to their achievements;
 - Teaching second-degree- blood relatives (i.e. sons, daughters, brothers, sisters, spouse, father, mother);
 - Accepting gifts or gratis services from students, parents or relatives of students.
 - Supervision or participation in a decision that affects a second-degree blood relative of the academic member;
 - A member reporting to his/her second-degree-relative by blood;
 - A member participating in a decision to benefit an external organization with personal interest.
7. The university has broad power (i) to require disclosures of conflicts of interest to determine whether a conflict of interest/commitment exists; (ii) to investigate conflicts of interest/commitment; (iii) to manage or eliminate conflicts of interest/commitment, (iv) to impose appropriate sanctions on academic members of the university community who violate this policy; and (v) to release information about conflicts of interest/commitment.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

3.1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students





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4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE

