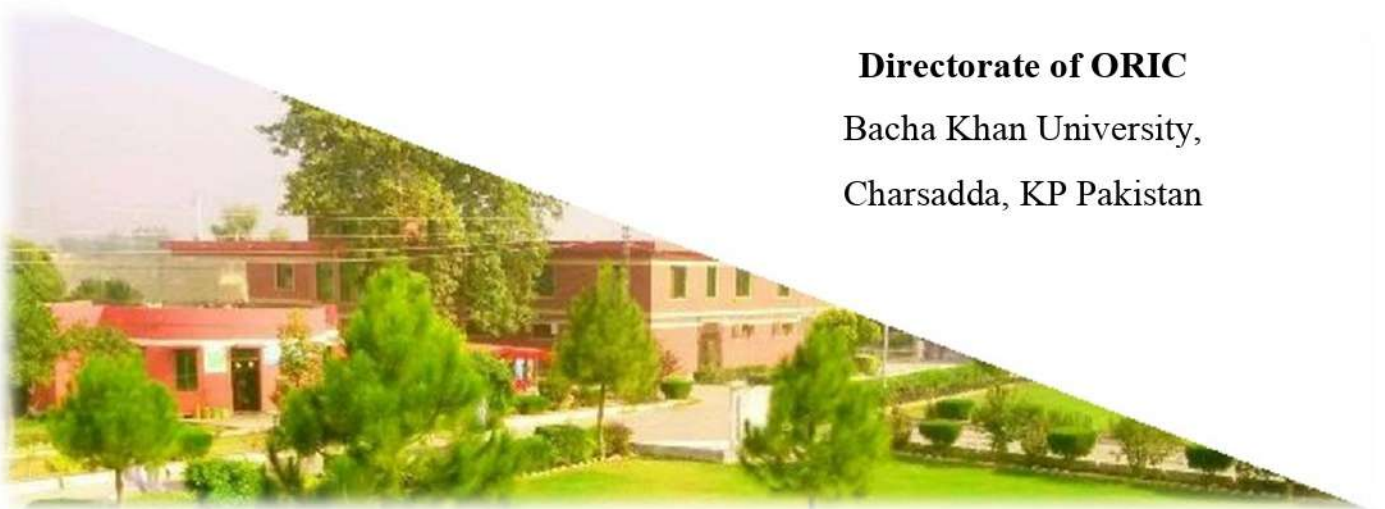
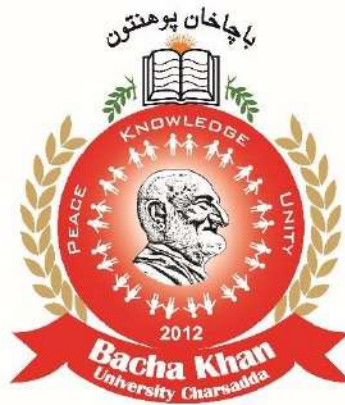


Conflict of Interest Policy



Directorate of ORIC
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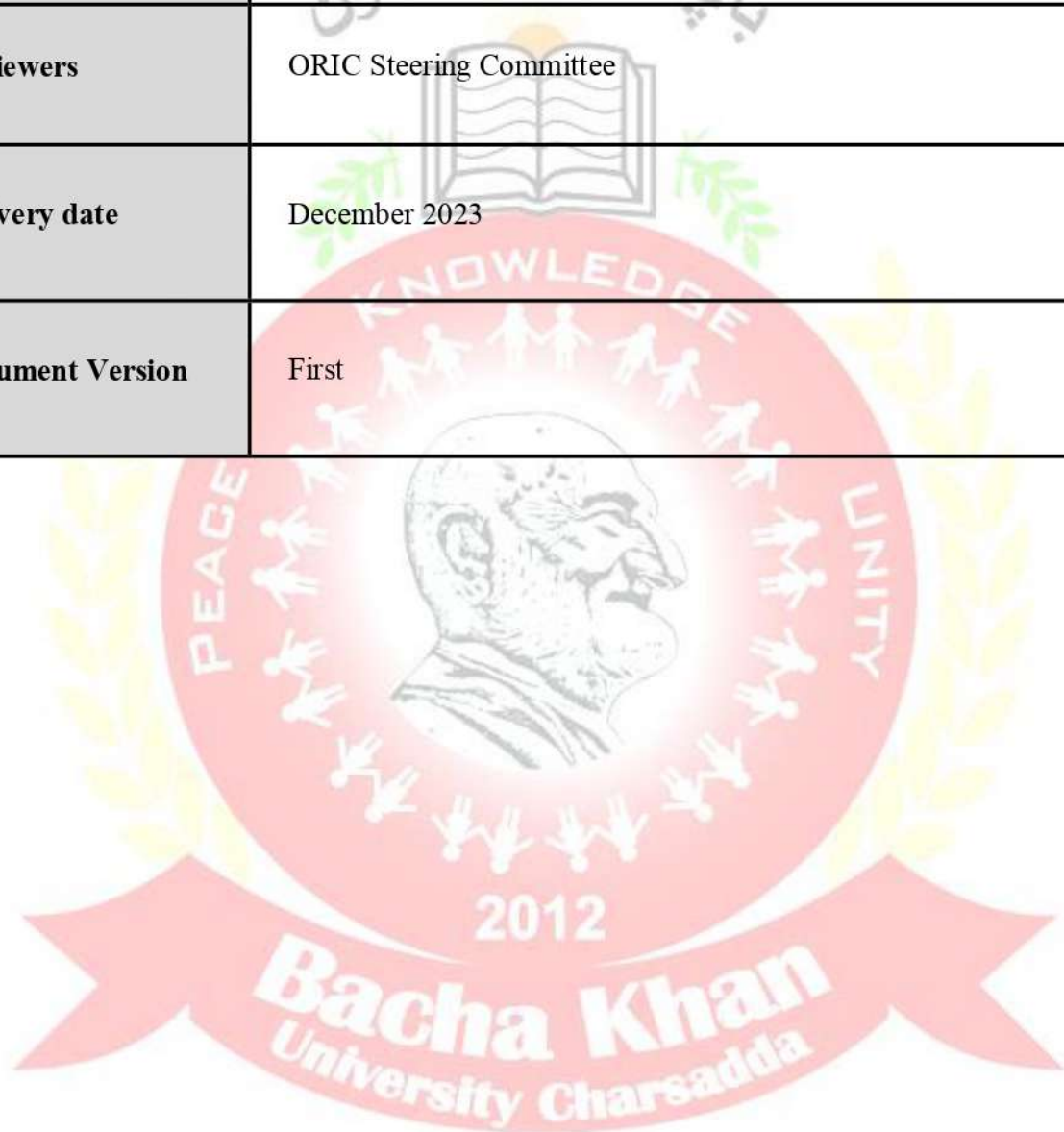
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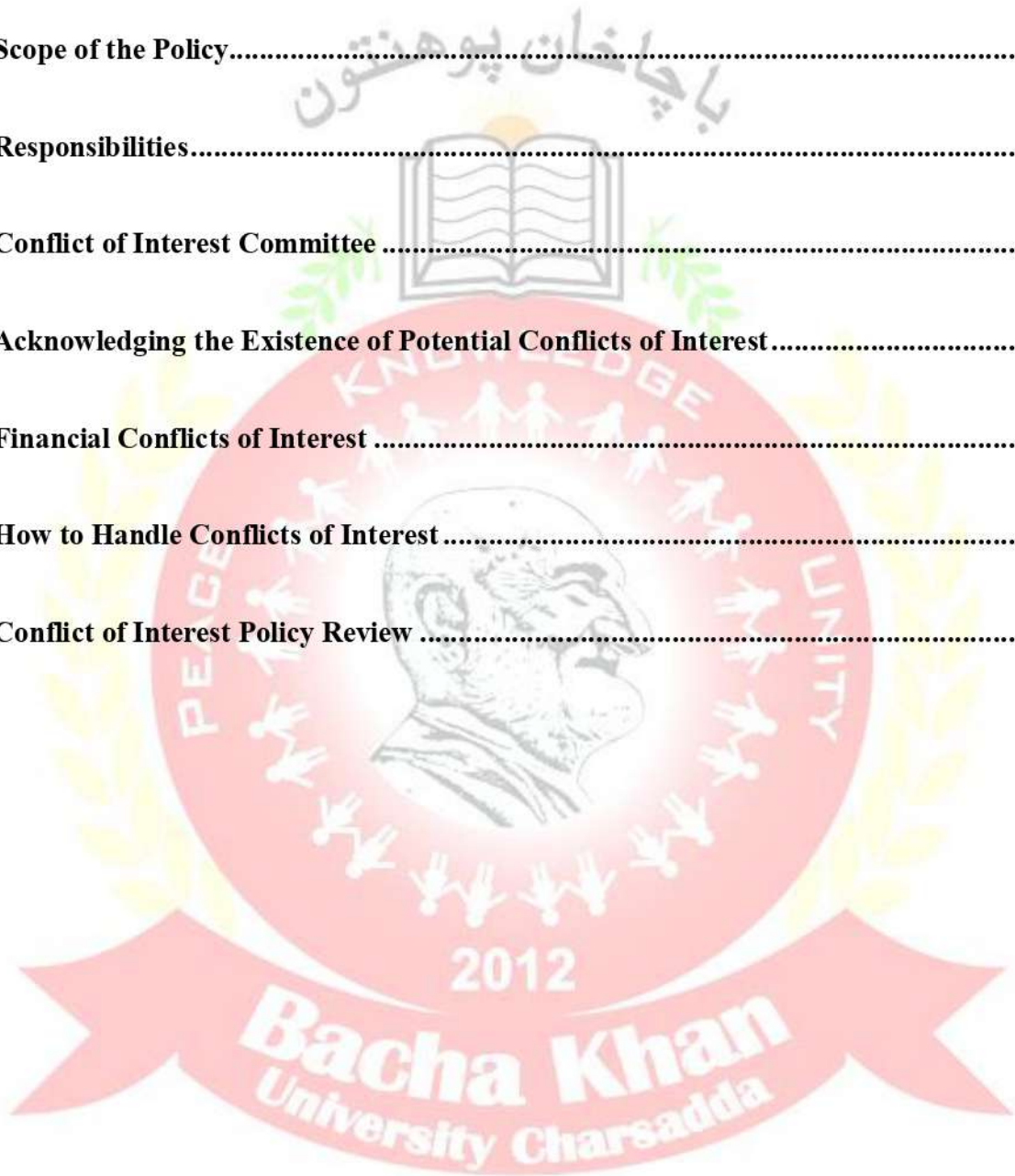
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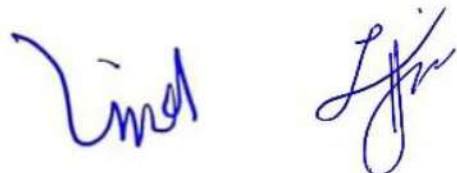
1. Statement of Intent

- 1.1 Conflicts of interest may occur when university employees juggle several responsibilities and personal connections. Staff, students, and other affiliated with the University are expected to identify and disclose actions that might give rise to real or perceived conflicts of interest in order to manage the related risks to an acceptable level.
- 1.2 When University responsibilities interfere with private or third-party obligations, you may have a conflict of interest. External activities including outside your university position, personal connections, and competing functions inside the University may all lead to real or imagined conflicts. The benefits might be monetary, nonmonetary, or a combination of the two.
- 1.3 Staff and students may often go about their daily business as usual while also honouring duties to the University, complying with regulatory and other external requirements, and safeguarding the University's and its members' reputations if they manage their actions effectively.
- 1.4 However, if they don't, the University's public standing and the reputations of those involved might be seriously damaged by actual or perceived conflicts of interest. Litigation or financial loss may occur, and persons may face reprimand for this.
- 1.5 The purpose of the Conflict of Interest Policy, as well as its accompanying processes and guidance, is to equip employees and students with the knowledge necessary to understand the issues, identify actual or potential conflicts of interest, and deal with them in an appropriate manner if they do arise.

2. Aim and objectives

University's main objectives are making sure that;

- To ensure that the University's reputation and the safety of its students and faculty are not jeopardized by any actual or perceived financial or non-financial conflicts of interest that may arise from external activities, personal relationships, or roles within the University, any such conflicts are identified and properly managed.



- Financial and non-financial conflicts of interest are carefully considered in all aspects of University governance.
- In accordance with applicable professional, legal, ethical, and regulatory norms on conflicts of interest, procedures have been established for the detection and resolution of potential conflicts of interest.
- In situations when a conflict of interest cannot be avoided, action is taken as per university rules and regulations.

3. Scope of the Policy

- All University employees, including faculty who hold grants but are not now employed of the University, retired employees who are still engaged in research, and teaching or guest researchers, are covered by this policy. It is also applicable on all external members of committees/boards. It also applies to the employees and executives of the University's subsidiary enterprises.
- Any individual covered by the Policy is referred to as staff or students in this policy.

4. Responsibilities

- It is the responsibility of every student, employee, member of an external committee, and anyone else affiliated with the University to ensure that they adhere to this Policy at all times. Each person has the duty to identify circumstances in which he or she has a conflict of interest, or in which their interest may be fairly seen to be in conflict, and to disclose such conflict to the relevant person/office.
- The need to disclose a potential conflict of interest pertains to the appearance rather than the reality of a conflict of interest. There is no need to disclose a conflict of interest if the circumstance is not likely to create one. Directorate of ORIC can be contacted if anyone have any questions regarding whether or not there is a conflict of interest, or about the implementation of this Policy and how it could influence your actions.
- Researchers must be aware of and adhere to the conflict of interest criteria imposed by external funders or other parties with whom agreements have been made, in addition to this Policy.

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- The Directorate of ORIC is responsible for implementing this Policy and updating any supporting materials as necessary.
- Dean(s), Director/Chairman/Head of Department are responsible for disseminating this policy and any accompanying explanations to all members of their respective departments, faculties, sections, and students, as well as maintaining a log of disclosures and management strategies and making them available upon request to the Conflict of Interest Committee.

5. Conflict of Interest Committee

The Conflict of Interest Committee is in charge of establishing and maintaining the structure for the Conflict of Interest Policy, as well as checking in on compliance reports, offering assistance and direction, reporting possible risks, and making suggestions to the University.

6. Acknowledging the Existence of Potential Conflicts of Interest

6.1 An actual or apparent conflict of interest exists when a University employee or student's fiduciary duties to the University or to other bodies, such as a funding body, are in conflict with;

- (a) The interests of that employee/student(s)
- (b) The interests of that employee/student are in conflict with another person or body.

6.2 Sometimes, even when no genuine conflict of interest exists, there may be the appearance of one. Therefore, while assessing a possible conflict of interest, it is necessary for both employees and/or students to take into account how it could be interpreted by others.

6.3 First, we need to identify essential interests so that we can spot actual conflicts of interest. There are three primary factors to take into account within the scope of this Policy.

First factor: Relationships and Functions

The most common causes of actual or prospective conflicts are:

Participation in roles or endeavors that include others from outside the University;

- Positions held by faculty, employees, and students outside the confines of the University

- Staff and students play a wide variety of jobs at the University
- Membership in or leadership positions in University, department, faculty, or other unit committees where decisions are made and personal relationship.

Second factor: Actions that might lead to conflicts:

Disagreements or tense situations usually result from:

- Enterprises in which faculty and students have a financial stake, including spinoffs
- Intellectual property rights
- Economic dealings that are very intricate
- Research and its financing
- Events and engagements outside the house

Third factor: The Conflicts of interest may be either financial or nonfinancial, or both.

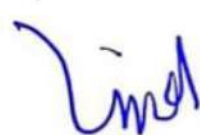
7. Financial Conflicts of Interest

- 7.1 As used in this Policy, "financial conflict of interest" refers to any situation in which an individual's personal financial gain, the financial gain of close relatives or friends, or the reasonable belief that an individual's actions might be influenced by financial benefits to an individual, could arise. There is a conflict of interest if the person has a financial interest that might offer, or be reasonably viewed by others to provide, an incentive that impacts their activities and when they have the ability to affect a University decision or other activity.
- 7.2 Anything of financial worth, such as but not limited to, is considered "financial gain" or "financial interest."
- Payments
 - Advantages of kind
 - Debt cancellation
 - Contract provisions such as rebates, bonuses, or other incentives
 - Participation in a company
 - Defending one's right to one's own ideas, for example; copyrights, patents and royalties from such rights
- 7.3 Disclosure of conflicts of interest is required regardless of the size of any potential financial gain. One person's "not material" or "not substantial" item

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might be another's "extremely important" one. In many cases, the best policy is for the disclosure of any financial interest.

- 7.4 Complex, high-risk business transactions and arrangements provide a greater financial and reputational risk, heightening the need of identifying and managing any conflicts of interest.
- 7.5 In addition to financial conflicts, a staff member's or student's responsibilities, obligations, or commitments to the University may be at odds with their personal interests. Any benefit or advantage, whether direct or indirect, to the individual's profession or education, or to the individual's immediate family or someone with whom the individual has a close personal connection, would qualify as an example of such non-financial interests.
- 7.6 Particularly crucial for corporate ethics, maintaining the University's tax-exempt status, and carrying out research in accordance with accepted ethical and academic standards is preventing these conflicts of interest from leading to questionable judgements or acts.
- 7.7 Students and employees should think about who they are behaving for and whether there are any conflicting motives or interests that may affect them or be perceived to influence them in order to discover any conflicts of interest.
- 7.8 Research students may bring up any concerns they have with their supervisor, who will then confer with the Chairman/Director/Head of Department if necessary before agreeing on a strategy for resolving the situation. This is a topic that should be discussed between a post-graduate student and their advisor. A student who finds themselves in a situation where their supervisor's interests clash with their own should bring up the subject through Chairman/Director/Head of Department/Concerned Dean to the Directorate of ORIC.
- 7.9 Chairman and members of relevant committees:
When governing the University, it is important to keep in mind the potential for financial and non-financial conflicts of interest, just as it is important for people to operate in line with the Policy. Every University committee should include discussion of potential conflicts of interest as a regular agenda item at their initial meeting of the academic year. This section needs to define conflicts of interest and explain how committee members may and should disclose them. It is also suggested that committees adopt the practice of including a statement

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like the following in each agenda: "Members of the Committee will be inquired to disclose any interest that might give rise to conflict of interest in relation to every item on the agenda at the beginning of the item in question. The Committee's minutes will reflect any interests declared in this manner. If the meeting's chair thinks it's necessary, the member in question will be excused from participating in all or part of the Committee's deliberations.

8. How to Handle Conflicts of Interest

8.1 In other cases, active management of the dispute beyond mere proclamation will be required. The conflict of interest might be handled by one or more of the following methods:

- Choosing to stay out of particular conversations
- Deciding not to take part in certain issues
- Passing the buck on decision-making to a third party
- Making a decision not to supervise someone
- Putting some of one's financial holdings in trust or divesting one's holdings
- Putting out a call for bids
- Staying out of a certain endeavour
- Advertising one's involvement to a sponsor or outsider



8.2 A written account of the method used, with copies sent to those who need them, is essential. The department must keep a copy of the approved plan in its files, review and update it as needed, and present it to the Conflict of Interest Committee upon request.

8.3 Avoiding a dispute is the best option if the methods above are insufficient to handle it.

8.4 However, there are certain cases in which a deviation from the standard process is necessary, necessitating not only the Chairman/Director/Head of Department's but also a designated University official's consent.

8.5 Participants' adherence to the agreed-upon method of management is their duty.

8.6 The Conflict of Interest Committee shall be consulted on all matters not otherwise settled. The Conflict of Interest Committee may seek input or

guidance from the ORIC Steering Committee before implementing its recommendations in particularly complex situations.

9. Conflict of Interest Policy Review

The Conflict of Interest Committee and, if necessary ORIC Steering Committee will periodically review this policy. Such evaluations, which must occur at least once per year, will be conducted in light of best practice recommendations made by external organizations.



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