



CONFLICT OF INTEREST POLICY

1. **Introduction**. A conflict of Interest means any circumstance in which the personal, professional, financial or other interests of an individual may potentially or actually diverge from professional obligations to FUI and its interests. A conflict of Interest may arise when individual's professional actions or decisions, including the ethical and objectives in conduct of teaching, research or clinical care, is determined by considerations of personal gain, or his or her ability to meet the employee obligations to FUI, have been compromised.

2. **Aim**

- a. Pursuant to the FUI vision, mission and HEC requirement, this SOP has been formulated to streamline procedure for resolving matters, related to conflict of interest, arising inside FUI. The intention is to establish consistent guidelines to avoid possible conflict of interest in order to maintain, 'conflict of interest free' environment in the University.
- b. The purpose of this policy is to see up to what extent such other activities may conflict with primary commitment of employees in the delivery of teaching, research and collegial responsibilities that generate the potential for conflicts of interest. The policy also address how to manage such conflicts and promote the best interest of students and others; whose work is interdependent.

3. **Scope**

Normally, it is expected that there will be no conflict of interest between the employee's commitment to FUI and other activities. But in some situations, potential conflict of interest may be expected. Such matters will be reviewed in line with these guidelines, because conflicts of interest not effectively managed, may jeopardize the University's mission.

This policy applies to faculty, administrators, staff, overall academic community and covers the following aspects of conflicts of interest: -

- a. The potential conflict may result from personal, social, financial or business interests or from ethical considerations.
- b. The University wishes to encourage commercial activity, particularly collaboration with industry and take advantage of the commercial research, consultancy and intellectual property. But, this will require careful management of possible conflicts between the University's interests and legitimate personal commercial interests.
- c. The University must make good use of funds, by ensuring best value for money in any contracts, into which it enters, executes and exits.
- d. External commitments of faculty which interfere with their obligations from their contract of employment with the University
- e. Conflict of interest arising due to students, academic staff, personal or their family relationship, when being assessed as member of examiner's board.

This policy document aims to create such environment where such potential or actual conflict of interests can be avoided. But if such conflict is identified, this policy also caters for resolution of the conflict. For this purpose, there will be two types of conflict resolution committees viz one for the employees of respective campuses and the other for the employees of FUI. Composition of these committees, method of reporting conflict and implementation procedure for this policy is given in the succeeding paragraphs.

4. **Composition of Campus Conflict of Interest Committee (CCIC):**

The committee will be constituted by the Director of the respective campus. Its composition will be as under: -

a) 1 x Dean / Associate Dean of Faculty	Chairman	
b) 1 x HOD from concerned Deptt	Member	
c) Asstt /Deputy Controller of Exams	Member	
d) Manager Student Affairs	Member	
e) Manager Admin	Member	
f) Accounts Officer	Member	
g) Establishment Officer	Member	/
Secretary		

Court of Appeal: Director of the Campus

5. **Composition of University Conflict of Interest Committee (UCIC):**

a) Rector FUI	Chairman
b) Registrar	Member / Secretary
c) Controller of Exams	Member
d) Director ORIC	Member
e) Manager Admin	Member
f) GM Finance	Member

6. **Implementation Procedure for CCIC**

- a. All members of FUI and its Campuses will be entitled to pointing out actual, potential or apparent conflict of interest with respective Campus / University Establishment Office using prescribed Performa(Annex-A).
- b. In case a conflict of interest is identified by an employee working in an FUI campus, it can be reported to the CCIC using the performa (Annex-A). The secretary of the CCIC will process and determine whether reported activity presents a Conflict of Interest or not, or has any reasonable potential to constitute such a conflict. The establishment officer as Secretary will forward recorded observation to the Chairperson of the respective committee within (07) working days for his / her consideration.
- c. The Chairperson may call a meeting, based on the secretary's report or otherwise, and / or hold discussion with the relevant parties on reported matter.
- d. Any committee member who has any substantial interest, or concerned should be withdrawn from the meeting during the relevant discussion.
- e. The CCIC will recommend solution (s) to the Director Campus within One week after CCIC meeting, for his approval. In case, some fundamental modification of FUI rule (s) is deemed essential in order to remove conflict among the statutes / rules, the final recommendation(s) will be sent to the appropriate authority / statutory body through Registrar Office for modifications.
- f. The same modified regulation(s) if applicable to all campuses of FUI will be notified by the Registrar FUI after approval by the Rector.

7. **Appeal against CCIC Decision**. The appeal against the decision of CCIC may be submitted with the Director of the campus, who will look into the matter in his own way to reconsider and find the truth. His/ her decision will be given in writing within 07 days from the date of filing the appeal. The decision will be final unless the matter relates to statutory provisions. In such cases, any party may formally appeal to the Rector FUI or the Director of the campus may forward it directly to the Rector, for a review of the decision. The appeal shall be submitted / forwarded in writing through Registrar Office by specifying basis of the appeal. The Registrar Office shall process the case through the UCIC, within (7) working days from receipt of the appeal, to render a written decision to the concerned party.

8. **Implementation Procedure through UCIC.**

- a. All employees of FUI will be entitled to pointing out and reporting the actual, potential or apparent conflict of interest, with the University Establishment Office using prescribed Performa (Annex-A).
- b. The secretary of the UCIC will determine whether reported activity presents a Conflict of Interest or not, or has any reasonable potential as to whether reported activity may constitute such a conflict. The Secretary will forward recorded observation to the Chairperson of the committee within (07) working days for his / her consideration.
- c. The Chairperson may call a meeting of UCIC, based on the secretary's report or otherwise, and / or hold discussions with the relevant parties on reported matter.
- d. Any committee member who has any substantial interest, or concerned should be withdrawn from the meeting during the relevant discussion.
- e. In case, some fundamental modification of FUI rule (s) is deemed essential, in order to remove conflict among the statutes / rules, the final decision will be sent to the appropriate authority/ statutory body through the Registrar Office for modifications.
- f. The same modified regulation(s) if applicable to all campuses of FUI will be notified by the Registrar FUI, after approval by the Rector.

9. **Conclusion**. The University is concerned about conflicts of interest that may arise due to certain reason (s) and will waste time, resources and badly damage repute of the university. In order to align with the FUI vision, mission and HEC

guidelines, this SOP on Conflict of Interest has been developed to establish consistent guidelines for reviewing and where appropriate, monitoring the conflict; imposing conditions or restrictions intended to manage, reduce or eliminate such conflict(s) in a judicious manner. This will protect the sanctity of the academic atmosphere and ensure compliance with University rules.



Foundation University Islamabad

Conflict of Interest Proforma

This Proforma may be used for reporting conflict of interest between FUI departments, official positions, or between individuals w.r.t their actions exercised under rules.

1.	Name(s)/ designation of the reporting person(s)	
2.	Name(s) of department	
3.	Nature of conflict being reported: (please tick one or as appropriate) a. Between an official position and conflicting rules /statues (as the case may be) b. Between the FUI regulatory / statutory provisions regarding powers / actions of two or more appointments. c. Between an individual's position as a person and the statutory provisions of FUI d. Related with financial matters / property of the University e. Any other (please specify)	
4.	Please give detail of the conflicting situation(s) selected from para (3), along with any likely repercussions. The detail should be systematic, stepwise, giving precise details and reference to the respective statutory provisions/ rules, the existing conflicting situation and how these two are in clash with each other.	

Remarks if any:

Signature: _____