

Policy on Conflict of Interest

- Reference:** CNS-P-GEN-CONFLICT **Revision:** B
- Supersedes:** None
- Purpose:** The purpose of this departmental policy is to prevent inappropriate actual or apparent conflicts of interest and/or commitment as they relate to the responsibilities of Computing and Networking staff members.
- Source:** Computing and Networking Services (CNS).
- Approved by:** Nabil Bukhalid, Director of CNS **on:** June 25, 2003
George Tomey, VP for Administration **on:** Pending
- Applicability:** This policy is an additional departmental policy designed to enforce, and not replace, the “*Policy on Duality of Interest or Conflict of Interest*” as adopted by the Board of Trustees at its Meeting on November 19, 1993.
http://staff.aub.edu.lb/~webpersl/advertize/policies_frm.htm
- This policy and guidelines apply to CNS staff and students employed by CNS for more than 15 hours per week referred to hereafter as “**CNS staff members**”.
- University students employed solely on an hourly pay basis up to a maximum of 15 hours per week are exempt from completing the disclosure form but nonetheless are to comply with this policy and all University policies.
- Full time and on call maintenance and support contractors working under the supervision of CNS are exempt from completing the disclosure form but nonetheless are to comply with this policy and all University policies.
- Background:** When **CNS staff members**, or **members of their immediate families** (spouse, child, parent and/or sibling), have significant financial interests in, or consulting or employment arrangements with, other business concerns, it is imperative to avoid actual or apparent conflicts of interest between their University obligations and their outside interests.

In addition to the conflict of interest concerns mentioned above, CNS staff members who are entrusted with University assets, supplies, software licenses, development products, data records, reports and/or information should take extreme care so that personal and external activities do not result in inappropriate handling and/or appropriation of such assets, supplies, licenses, development works, data records, reports and/or information.

In addition to the conflict of interest concerns mentioned above, CNS staff members should avoid actual or apparent conflicts of commitment between their University obligations and their outside interests. CNS staff should take utmost care so that personal and external activities do not result in inappropriate use of their University allocated work schedule and resources.

Policy: **The following actions on the part of CNS staff members are prohibited:**

PERSONAL GAIN: Transmitting to outsiders or otherwise using for personal gain University assets, supplies, material and software rights to include the purchased licenses and/or all in-house developed codes, solutions and/or applications from the proof of contest to the production phase.

CONFIDENTIAL/PRIVILEGED INFORMATION: Using for personal gain or other unauthorized purposes, confidential or privileged information acquired in connection with the individual's University activities. Confidential or privileged information includes, but is not limited to, documents, student records, medical records, personnel records, research data and/or results, vendor proposals, knowledge in advance of official announcement of new projects and/or plans.

UNIVERSITY RESOURCES: Use of University resources, including facilities, personnel, equipment, supplies, software rights or confidential information, for any purposes other than the performance of the individual's assigned University job.

COMMITMENT: Acceptance of employment, consulting, public service, or pro bono work which can result in conflicts with a CNS staff member's primary commitment of time to the University.

BUSINESS RELATIONS: Acceptance of business partnership, business ownership, employment, or a consulting arrangement with an entity/organization which has business relations with the University.

DECISION TAKING: Participation in negotiating or giving final approval to agreements between the University and other organizations in which the individual or an immediate family member has a significant financial relationship or with which the individual or an immediate family member has an employment or consulting arrangement.

GIFTS AND SPECIAL FAVORS: Acceptance of gratuities, gifts, or special favors from private or public organizations or individuals with which the University does or may conduct business.

Guidelines: **It is the sole responsibility of a CNS staff member to identify, at his/her own discretion, the situations where he or she, is currently, or may be in violation of the above policies and to immediately make a full disclosure in writing and submit it to the director of CNS.**

ANNUAL DISCLOSURE: CNS staff member shall on a yearly basis complete and submit to the director of CNS a ***Conflict of Interest Disclosure Form*** exposing in detail what might be potentially in violation of the above policy. The annual conflict of interest disclosure form will be reviewed with the staff member performance review.

DISCLOSURE: Whenever a CNS staff member is in a situation where he or she may be potentially in violation of the above policy, that staff member should immediately complete and submit to the director of CNS a ***Conflict of Interest Disclosure Form*** exposing in detail the situation.

REPORTING GIFTS OR SPECIAL FAVORS: Whenever a CNS staff member is in a situation where he or she may be presented with personal gifts or special favors, that he cannot decline or believe that it is to the advantage of the University to accept, that staff member should immediately complete and submit to the director of CNS a ***Gift Report*** exposing in detail the situation.

Small gadgets, not exceeding a list price of \$25, and distributed during marketing, product launching events and seminars are excluded from this policy.

DIRECTOR OF CNS DECISION: The director of CNS shall review the situation and examine all facts thoroughly for apparent conflicts in interest or conflicts in commitment. The director of CNS might seek the advice and/or the approval of the Personnel Department, legal council and the VP for Administration as appropriate. Decisions shall be in line with the ***“Policy on Duality of Interest or Conflict of Interest”*** as adopted by the Board of Trustees at its Meeting on November 19, 1993.

Decisions and, if any, the conflict of interest management plan shall be reported in writing with justification delineating any conditions placed on the approval, rejection, etc.

ACKNOWLEDGE RECEIPT OF THE POLICY: It is the responsibility of CNS director to explain above policies to CNS staff members in a comprehensive manner and to make sure that they acknowledge receipt of the policy statement in writing.

ACKNOWLEDGE RECEIPT OF THE ASSESSMENT: It is the responsibility of CNS director to explain the assessments and decisions and, if any, the conflict of interest management plan to CNS staff member in a comprehensive manner and to make sure that they acknowledge receipt of the decisions and management plan in writing.

Consequence of

Non-Compliance: Non-compliance with this policy could expose the individual to University disciplinary actions and/or legal actions.

Additional

Information: - **Policy on Duality of Interest or Conflict of Interest** as adopted by the Board of Trustees at its Meeting on November 19, 1993.
http://staff.aub.edu.lb/~webpers1/advertize/policies_fm.htm