

ConHict of Interest Policy
Govermment College Women Univerśity Faisalabad





CONFLICT OF INTEREST (COI) POLICY

PURPOSE

The purpose of this policy is to avoid Conflict of Interest in all matters related to working of members of Statutory Bodies, Faculty Members, Students, Researchers and Administrative Staff at Govt. College Women University Faisalabad. The purpose of this Policy is to heighten awareness about situations that may generate conflicts of interest, to make clear the kinds of situations that the University considers conflict of interest situations, and to explain the means by which potential conflicts of interest should be properly managed.

These purposes are reflected in the following Principles of Public Life in particular.

- + **Selflessness** — Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- + **Integrity** — Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties.
- + **Transparency** — Holders of public office have a duty to declare any private **interests** relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

SCOPE

This Policy applies to all members of statutory bodies, employees, students, researchers, interns, contract staff, contractors, volunteers and offices of Govt. College Women University Faisalabad. The scope of this Policy is relatively wide in its coverage of activities that may give rise to conflicts of interest and provides guidance on conflict scenarios and what governors must /must not do. It is not possible for policy guidance in the area of interests to be all inclusive. Therefore individuals must apply reasonable judgment and comply with the spirit and not just the narrow letter of the Policy. If in doubt a governor should seek the advice of the Secretary of the **University**.

Defining Conflict of Interest

For the purposes of this Policy the following relationships to the individual should be considered as constituting a close family relationship:

1. Spouse, and parents thereof;
2. Sons and daughters, and spouses thereof;
3. Parents, and spouses thereof;
4. Brothers and sisters, and spouses thereof;
5. Grandparents and grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners of any individual in 2, 3, 4 and 5 of this definition; and
7. Any individual related by blood or affinity whose close association with the individual is the equivalent of a family relationship.

Others conflicts or potential that may arise may be described as conflict of loyalty.

POLICY

1. It is Policy of Govt. College Women University, Faisalabad that members of its statutory bodies and employees shall perform their duties with dignity and highest ethical, moral and legal standards and without any bias of creed, ethnicity, class, color, gender and personal interests.
2. The members of statutory bodies and employees of GCWUF shall not use their position for any academic, monetary and/or any other benefit for themselves and/or for their family members. This includes any opportunity to control and direct any decision and process for commercial, business, monetary matters, academic matters (including but not limited to Teaching, Invigilation, Examination, Research Supervision, Project Funding, Patent, Research Publications, Exhibitions and Displays) promotion and selection of employees and any other decision that may result in benefits to themselves and/or benefits to family members. In all cases, the members of the statutory bodies and employees of the University shall disclose and clearly explain the reason of conflict of interest on the relevant forum and shall ensure that they do not influence the interest of the individuals, interests of the University and its procedures in an unfavorable way.

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4. mid all employee of GCWUF shail disclose no the **bodies statutory of members The** relevant forum arirt explain, if individuals and family members owa any business or

activity with the University. They shai aro«n ae mlevaiR ro«im abom the services aralfor the business activities that may influence and/or cause unfavorable impact on nay decision andfor procedure of GCWUF, including but not limited to all kinds of purchase, land scape services, plantation, property (land acquisition & sale), electric appliances, electric equipment, lab equipment, computing equipment, IT infrastructure, computing service (including programming), accounts & audit services, catering, spom equipment and related infrastructure & service, library books & journals, transport services, building material and infrastructure; vehicle and auto parts, be services, ah finding, research grants, research equipment, h books & journals, o&ce equipment and hum»n resource adinination & academic) ~~and~~ **(research,** process of staff, faculty, students and researchers.

5. be Dietnbers of the statut0fybOdies, efopleyes ofufeuavOfEiJ.stt«lent8, •me«=ilms. interns, vohintees, contract staff, contractors and volunteers -shall not use University same, logo webpage, email id, human resources, administiadve resources, equipment (all inchisive), computers, telephones, premises and property, stationery, facilities, University data & information, University peEcies and procedures, transport, research grants, research funding & projects, research equipment, University patents, scholarships, and/or aa y other resources, in a may, which is otherwise not mentioned ii the University statutes and rules, that may result in real or potential conBict of interest leading to any undue benefit to them and their family members.\

a) The employees of GCWUF shall not use these (mentioned in para 5) to exercise any business entity and for any Financial gain or any other benefit for

b) The employees, students and researchers of GCWUF shall ensure to refrain from

getting any financial interest

6. The employees of GCWUF shall ensure to refrain from the University interests, publications and reports) and other academic activities over similar activities the
7. The journalizing authority in GCWUF (all inclusive) shall only be used for the best interests of the University and not for the gain of individuals or relatives.
8. The real or potential conflict of interest must be disclosed or reported before the actual occurrence. It may also be disclosed or reported, when anyone becomes aware of it during
9. When a conflict of interest is reported, the University shall take all measures to control, manage, disclose and eliminate conflict of interest.
10. All complaints related to violation of Policy on Conflict of Interest shall be reported to a Disciplinary Committee to be appointed by the Competent Authority (as relevant to the nature of complaint) to investigate complaint/report of violation of Policy on Conflict of Interest. After six Weeks, from the date of constitution of committee and/or receipt of **complaint, the committee shall submit its findings and recommendations, leading to disciplinary action or otherwise, to the Competent Authority for approval.**

related to the University, shall be processed after the approval of the Vice Chancellor. For the next day the matter shall be reported to the Vice Chancellor for his/her approval.

12- The University shall only give or accept gifts or hospitality for business purposes. Acceptable hospitality and gifts will include, for example, ceremonial or promotional gifts, mementos or relatively low value gifts which are proportionate to the occasion and not of a scale or frequency that these might reasonably be judged inducements to undertake business or to influence business decisions.

13- Governors of the University will frequently receive information of a confidential or private nature in the course of their work for the University which is not yet public, or which may not be intended to be made public. Confidential information can be taken to mean any information to which the common law duty of confidence applies. The duty of confidence arises when information has been received in such a way that the person receiving the information 'was aware, or should have been aware, that the information was being shared on the basis of confidentiality and/or that the information, from its character, was obviously confidential'. Governors should not use, exploit or disclose information of a confidential nature which they have received in the course of the work for the University, other than in the proper execution of their duties through the appropriate channels and with appropriate levels of authorization.

14. In accordance with the University's constitution, no member of the Court or any member of the organization to which he/she belongs may hold office as the University's External Auditor. For the purposes of this Policy this restriction extends to all governors. The Court is responsible for ensuring the objectivity and integrity of the appointed External Auditor. Therefore, any appointment of an External Auditor to provide non-audit services during the period of their appointment as External Auditor shall be reported to the Court.

15- When judging whether an interest requires to be declared, a governor should ask themselves whether they consider that the interest might influence, or be thought to influence their actions and decision-making. They should also apply an objective test and consider whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it would be likely to prejudice discussion and decision-making in their role as a member of a public body. If a governor is unsure whether a conflict of interest exists they should seek advice from the Chair of

Chairman and/or the Secretary of the University. If doubt remains it is advisable to err on the side of caution.

11. It is the duty of all governors to ensure the timely disclosure of any actual or potential conflicts of interest to the Secretary of the University. Where there is doubt then advice and guidance can be sought from the Chair and/or the Secretary of the University. Staff members should make the disclosure to the Secretary of the University in relation to conflicts or potential conflicts arising to their governing role.