



## POLICY ON CONFLICT OF INTEREST

### I. POLICY STATEMENT

All Academic and Non-Academic personnel of Far Eastern University (FEU) or University have a fundamental obligation to act in the best interests of the University and not let outside activities or outside financial interests interfere with that obligation.

FEU expects its employees to use their time and effort appropriately and use University resources to advance the University's mission and vision.

### II. OBJECTIVE

The purposes of this Policy are to:

- Educate all Academic and Non-Academic Personnel about situations that generate Conflicts of Interest;
- Provide means for individuals and the University to manage these conflicts;
- Describe situations that are prohibited.
- Conduct University business with high ethical and legal standards.

### III. DEFINITION OF TERMS

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| CONFLICT OF COMMITMENT | - A situation where an individual engages in outside activities, either paid or unpaid, that interferes with his or her obligations and commitments to the University.  |
| CONFLICT OF INTEREST   | - A situation in which an individual's financial, professional or other personal considerations may directly or indirectly affect, or have the appearance of affecting, his or her professional judgment in exercising any University duty or responsibility. |
| FINANCIAL INTEREST     | - Interest in a business or the receipt or right to receive certain types of remuneration from business entities that may have dealings with FEU.   |
| PART-TIME WORK         | - May include consulting, participation in civic or charitable organizations or working as a technical or professional advisor or practitioner, or holding a part-time job with another employer that may affect the performance of the faculty or staff.     |
| ACADEMIC PERSONNEL     | - All school personnel who are formally engaged in actual teaching service or in research assignments, either on full-time or part-time basis, as well as those who possess certain prescribed academic   |



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functions directly supportive of teaching, such as registrars, librarians, guidance counsellors, researchers, and other similar persons.

NON-ACADEMIC PERSONNEL - School personnel who are usually engaged in administrative functions and who are not covered under the definition of academic personnel.

RELATIVES - Includes his or her spouse, dependent children, parents, uncles, aunts, nephews, nieces and cousins or up to the fourth degree of affinity and consanguinity.

### IV. COVERAGE OR SCOPE

This policy applies to all conflicts of interest regardless of their character or level at all times while engaged in University business or otherwise representing the University:

- All members of University officers, managers, faculty and staff;
- Visiting and adjunct academics or other academic or research collaborators; and,
- Consultants and independent contractors undertaking services at the University.

### V. RESPONSIBILITIES

FEU PERSONNEL - Responsible for:

- Understanding and complying with this Policy;
- Disclosing and managing any conflicts of interest in accordance with this Policy;

DEPARTMENT HEADS -

- Understanding and complying with this policy and ensuring personnel are aware of the Policy;
- Disclosing and managing any conflicts of interest within their area in accordance with this Policy;
- Assisting staff who have queries about conflicts of interest; and
- Seeking advice or support from the relevant the Human Resources Division or the Compliance Officer, where necessary.

DIVISION HEADS - Responsible for:

- Reviewing and ensuring that management of conflicts of interest complies with this Policy; and
- Seeking advice and support relating to the implementation of this policy where necessary.



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### VI. GUIDELINES

1. No officer or employee shall incur an obligation, of any nature, or engage in a business, transaction, or professional activity that is in conflict with the proper discharge of his or her official duties.
2. Individuals must not act on behalf of or make decisions for the University if their personal economic gain or interest may directly or indirectly influence, or have the appearance of influencing, the performance of their duties or have the appearance of influencing the performance of their duties.
3. An officer or employee must disclose his financial interest in privately owned enterprise, which directly or indirectly deals or transacts business with the University.
4. When an actual or apparent conflict of interest arises, an officer or employee must immediately inform his immediate supervisor and must not participate in, or in any way seek to influence any negotiations, or decisions pertaining to the transaction, which is the subject of interest.
5. An officer or employee must not use the position in the University for personal gain or advantage or to promote any action that may run counter to the University's ethical standards.
6. An officer or employee must not use the University's facilities, materials, intellectual properties, vehicles, equipment and supplies for his or another party's personal purpose without the prior consent of his immediate superiors.
7. All academic and non-academic personnel are required to submit an annual disclosure form describing their external activities and financial interests. The disclosures must be in writing, on the forms approved by HRD and the Compliance Officer.

### VII. ADMINISTRATION

1. Administration of this policy shall be made by the Human Resources Division and the respective division/department heads.
2. The Corporate Governance Committee shall ensure this policy is updated as the need arises.