

CODE OF PRACTICE/BYLAW ON CONFLICTS OF INTEREST

INTRODUCTION

1. AFG College with the University of Aberdeen believes that the establishment of links between its employees and outside bodies – whether government departments, commerce, industry, or others – is not only in the public interest but also benefits the institution and the individuals concerned. However, it is possible that such links may give rise to potential conflicts of interest. The following guidelines to help individuals assess whether or not proposed activities could cause a conflict of interest and to outline the procedure for disclosure of any perceived or potential conflict.

GUIDELINES AS TO CONFLICT OF INTEREST

2. It is not possible to define all the circumstances which may cause a conflict of interest, but the following are examples of situations which could give rise to one. In any situation where an individual is uncertain as to the propriety of a given arrangement, advice may be sought from the HR Department
 - a. The use of the institution's research or administrative facilities to pursue personal business.
 - b. A financial interest held by an individual (or by his or her immediate relative/s or household member/s) in an external enterprise, engaged in activities closely related to that individual's line of expertise or research in the institution. Examples of such interests are paid consultancies, paid service on a board of directors or advisory board, or equity holdings in or royalty income from the enterprise. The existence of such an interest does not necessarily imply conflict, but may give an appearance of conflict, and should be declared.
 - c. Any other type of teaching including at any other institution (whether online or in person). Staff should be aware that the provision of Personal Tutoring services is not permitted.

DECLARATIONS

3. It is the duty of all employees to disclose any actual or potential conflict of interest. The procedures for certain disclosures are laid out below. In any other case, a disclosure should be made in writing and should be directed to their Line Manager. Failure to disclose an actual conflict of interest may result in disciplinary action.
 - a. A declaration as to any conflict of interest will be sought in connection with any externally funded research project.
 - b. Application for permission to undertake other activities will require the individual concerned to declare any conflict of interest before permission will be granted. This permission should be made using the 'request to undertake external work' form which will be reviewed by the Line Manager and then confirmed by the Principal.
4. A record of all declarations made shall be maintained by the HR Department. In addition to declarations made from time to time under the above procedure, records shall be updated annually, and members of staff shall be required to provide updated information on request.
5. If a conflict of interest or a potential conflict of interest has been disclosed, the individual concerned shall discuss a possible resolution with his or her line manager. Any unresolved matter shall be referred to the HR Department for advice.

6. External work may not be carried out during the normal working hours of AFG College with the University of Aberdeen.
7. When undertaking external work, staff must be clear to the client/sponsoring organisation that they are not acting on behalf of AFG College with the University of Aberdeen.

Request to undertake external work

Name:		
Department:		
Overview of the proposed work	What is the name of the client/sponsoring organisation?	
	Does the organisation operate in Qatar?	
	Does the organisation have an existing relationship with AFG?	
	Please provide an overview of the work you have been invited to complete.	
	Please indicate how this work could align to the AACSB list of intellectual contributions.	
	Please explain how and why this work does not provide a conflict of interest with AFG	
	Please indicate when this work will be completed.	
Signature of employee		
Signature of Line Manager		