



Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone-V, Islamabad

Phone: +92 51 111 555 666, Fax: 92 51 4486705

Email: info@cust.edu.pk, Website: <http://www.cust.edu.pk>

CUST Conflict of Interest Policy

Policy Statement

CUST ensures highest level of integrity in its all-official procedures and committed to execute all its activities in an honest and transparent manner. Conflict of interest means “any activity or affiliations under which personal interest of the employee appeared to have conflict with organizational/CUST” interest/goal. The conflict of interest may relate to property, resources, relationships, opportunities which may be of financial and non-financial in nature. The conflict of interest happened to arise, when university staff, have multiple job responsibilities, and in a situation where they frequently interact with external organization/parties/committee. All staff/students of the university are required to admit and reveal the activities, that might increase the chances of conflict of interest.

Purpose of the Policy

The aim of the policy is to: -

1. Provide requisite information to the staff and students and all stakeholders helping them to recognize the nature of conflict of interest and corrective actions to be taken to manage such situation.
2. Enable CUST staff/students and statutory bodies members, to recognize/realize about their personal interest conflicting with their official assigned responsibilities.
3. Able to declare and document chances of conflict of interest.
4. Ensure the objectivity of decision-making process in a way that it could manage conflict of interest.
5. Avoid all those activities and cases where a conflict of interest could not be managed.
6. Identify financial and non-financial conflict of interest in a way that the business process/operation could be executed without comprising the integrity and reputation of the CUST/staff/students.



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Scope

The policy will apply to all staff (Academic and Non-Academic) and students of the CUST, to all external and internal stakeholder and its committees including statutory positions. It will also be applicable to all those situations, where the personal interest of the CUST employees, appeared to influence the objectivity of execution of their official assigned responsibility.

Responsibilities

The role and responsibility of relevant stakeholders ensuring the effective implementation of Conflict-of-Interest Policy is as below: -

1. All CUST staff, students, external committee members and any person working in the university would be responsible to ensure and comply at all times with this policy. Each individual has the responsibility of recognizing situations in which they supposed to have a conflict of interest or possibly perceived by other's and needs to declare that conflict to the authorities. The individuals must ensure, that only those situation's where conflict of interest is perceived to be arise, has to be declared and reported to the authorities well in time.
2. University researchers would have the knowledge of conflict-of-interest requirements set by other bodies/organizations/funding agencies with whom they are engaged through an agreement.
3. Deans, HoDs and Directors would be responsible to: -
 - i) Make aware their staff within the division, departments, faculty, students and other related persons about this policy.
 - ii) Keep records of disclosure and to provide to the conflict-of-interest committee when and where required.
4. The university has to constitute a Conflict-of-Interest Committee under the chairmanship of Vice-Chancellor/ or his nominee, duly responsible for developing and sustainability of the policy, monitoring compliance, provide support/guidance and recommendations to the university management.



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5. The Registrar of the CUST being the secretary of the Conflict-of-Interest Committee would be responsible, as far as its effective implementation and maintenance with in the institution.

Declaring and Documenting the Conflict of Interest

1. All university staff, students and external committee members/organization have to disclose their conflicts of interest in a formal written request if perceived that conflict might possibly be arise.
2. In all such situations, it should be timely disclosed to the departmental heads (HoDs/Deans).
3. In case HoDs also has interest in the activity, the matter should be referred and reported to the Registrar/Head of the Institution for further proceeding.
4. Every statutory committee member has to submit/declaration of conflict of interest to the convener/chair of the meeting if in any situation, in relation to any agenda item at the beginning of the meeting. The committee chair will decide the remedial action, in order to manage/avoid that conflict.
5. The Head of the Institution, all committee members, decision making bodies are required to declare their interest through a declaration of interest form issued by the Registrar Office from time to time.

Recognizing the Conflict of Interest

Potential possibilities/situations where conflict could be arisen are identified as followed.

1. Procurement
2. Admission
3. Hiring
4. Intellectual Property
5. Conduct and Funding of Research
6. Personal Relationship with external bodies/organization.



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Date: _____

Disclosure Regarding Conflict of Interest

Name: _____

Designation: _____

Organization: _____

Department: _____

I have read and understood CUST Conflict of Interest Policy and agreed to comply with it. By filling this Form, I am disclosing my current position/responsibility/association which could possibly cause conflict of interest to arise. I hereby confirm that I shall withdraw myself from participation/deliberations/voting/financial transactions, where I feel that the concerned matter has conflicting interests to me.

1. Reason(s) of possible conflict of interest by participating in a statutory body/committee/evaluation/review/examination or any other non-financial activity of the University.

2. Reason(s) of possible conflict of interest by participating any activity of the University involving financial transactions/proceedings.

Signature