



STATUTES FOR CONFLICT OF INTEREST

THE WOMEN UNIVERSITY MULTAN

Statutes for Conflict of Interest

Purpose:

The purpose of these Statutes is to avoid Conflict of Interest in all matters related to working of members of Statutory Bodies, Faculty Member, Students, Researchers and Administrative Staff of The Women University Multan. The purpose of these statutes 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 and real conflicts of interest should be reported and 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.
- **Honesty-** 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

These Statutes applies to all members of statutory bodies, employees, students, researchers, in terms, contract staff, contractors, volunteers and offices of The Women University Multan. The scope of these statutes 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 interest 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 governors should seek the advice of the Secretary of the University.

Defining Conflict of Interest

For the purpose of these statutes the following relationship 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 related or affinity whose close association with the individual is the equivalent of a family relationship.

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

POLICY

1. It is policy of The Women University Multan 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 interest.
2. The members of statutory bodies and employees of WUM 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, and Research Publications, Exhibitions and Displays) promotion and selections 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.
3. The employees of WUM shall disclose and clearly explain that their activities outside the University, including but not limited to professional training, academic activities, research reports & projects, research grants & funding, any

consultancy services and any other paid or unpaid or volunteer activity, shall secure and ensure to prevent conflict of interest from effecting the procedure, policies and interest of WUM in an unfavorable way.

4. The members of statutory bodies and all employees of WUM shall disclose on the relevant forum and explain, if individuals and family members own any business or commercial entity, which does or plans to engage any business, commercial or financial activity with the University. They shall inform the relevant forum about the services and / or the business activities that may influence and / or cause unfavorable impact on any decision and / or procedure of WUM, including but not limited to all kinds of purchase, land scape service, plantation, property (land acquisition & sale), electric appliances, electric equipment, lab equipment, computing equipment, IT infrastructure, computing services (including programming), accounts & audit services, catering, sports equipment and related infrastructure & services, library books & journals, transport services, building material and infrastructure, vehicle and auto parts, administrative services, research funding, research grants, research equipment library books & journals, office equipment and human resource (research, administrative & academic) and selection process of staff, faculty, students and researchers.
5. The members of the statutory bodies, employees of the University, students, researchers, interns, volunteers, contract staff, contractors and volunteers shall not use University name logo webpage, email id, human resources,

administrative resources, equipment (all inclusive), computers, telephones, premises and property, stationary, facilities, University data & information, University policies and procedure, transport research grants, research funding & projects, research equipment, University patents, scholarships, and/or any other resources, in a way, which is otherwise not mentioned in the University statutes and rules, that may result in real or potential conflict of interest leading to any undue benefit to them and their family members.

- a) The employees of WUM shall not use these (mentioned in para5) to endorse any business entity and/or for any financial gain or any other benefit for themselves and their family members.
 - b) The employees, students and researchers of WUM shall ensure to refrain from activities that may result in real or potential conflict of interest, and that, in the best judgment of Competent Authority, may harm the interest of WUM.
6. The employees of WUM shall prefer, promote and endorse the University interests, activities and benefits in all matters, including research (funding, grants, projects, publications and reports) and other academic activities over similar activities the University.
 7. The purchasing authority in WUM (all inclusive) shall only be used for the best interests of the University and on not for the gains of individuals or relatives.
 8. The real or potential Conflict of Interest must be disclosed or reported before its actual occurrence. It may also be disclosed/ reported, when anyone becomes aware of it during

any process.

9. When a Conflict of Interest is disclosed or reported, the University shall ensure and take all members to control, manage, reduce and eliminate Conflict of Interest.
10. All complaints related to violation of these Statutes 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 finding and recommendations, leading to disciplinary action or otherwise, to the Competent Authority for approval.
11. The appeals to decisions pertaining to members of stator bodies, employees and other related to the University shall be processed after the approval of the Vice Chancellor. For the external members of the statutory bodies. The appeals to decision shall be processed by the Vice Chancellor in consultation with the Chancellor.
12. The University shall only give and accept gifts or hospitality for business purposes. Permissible hospitality and gifts will include, for example, ceremonial or promotional gifts, mementos or relatively low value gifts which are proportionate to circumstances and not of a scale or frequency that these might reasonably be judged inducements to undertake business or to influence business decisions.
13. Administration 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 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 employee of the university or any member of the any department to which he/she belongs may hold office as the University's External Auditor. For the purpose of these statutes this restriction extends to all employees. The administration is responsible for ensuring the objectivity and independence of the appointed External Auditor as per ACT. 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 Syndicate.
15. It is the duty of all employees of the university to make timely disclosure of any actual or perceived conflict of interest to the Registrar of the University. Where there is doubt then advice and guidance can be sought from the Vice Chancellor and / or the registrar of the University. Employees of the university shall make the disclosure to the registrar of the University in

relation to conflicts or potential conflicts relating to their specific administrative and/or academic roles.



Designed & Printed at:
University Printing Press, The Women University Multan.