


Policy Group	Legal Compliance	Policy Number	UNI-LEG-101	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	2.1	
Responsible Office	CAFO	Policy Owner	HR	
Date Approved	23 December 2019	Effective Date	23 December 2019	
Date Last Reviewed	23 December 2019	Due Date for Next Review	23 December 2022	

POLICY

Conflict of Interest and Commitment

1. Purpose

The university generally allows employees to get involved in outside activities provided their involvement in them promotes the university's mission, vision and reputation. The purpose of this policy is to offer the overall guidelines pertaining to the involvement and arrangement of the outside activities and to address the circumstances in which the conflict of interest or commitment may occur

2. Application

This policy applies to all university employees, and in all university programs, regardless of funding source.

3. Definitions

3.1 Conflict of Interest: Conflict of interest occurs when university employees are in a position to influence a decision on policy, procedure, or purchases where they might directly or indirectly receive financial or material benefit or give unfair advantage to their colleagues. This occurs when an employee or his/her immediate family member receives personal financial benefit from the employee's university position in a manner which may inappropriately influence the employee's judgement or his ability to carry out University responsibilities or could be a detriment to the university's integrity.

3.2 Conflict of Commitment: Conflict of commitment arises when the university employees' involvement in outside activities substantially interfere with their primary commitments to the university: to teach, to conduct research, to perform other duties at the university. This occurs when the time or effort that an employee devotes to external activities interferes with the employee's fulfillment of assigned university responsibilities, or when an employee makes unauthorized use of university resources to pursue an external activity

4. Policy

4.1 The university requires employees to use good judgement, professional commitment, and ethics to protect themselves and the university from potential

conflicts. All employee must remain abreast with the policy and create an atmosphere consistent with the university's mission and vision.

4.2 All university employees must consider their responsibilities and commitments towards the university as their key professional activities. University employees should only get involved in extramural professional activities ensuring that the activities do not interfere with their responsibilities and commitments towards the university. The involvement must also not negatively impact the university's reputation. However, this policy is not intended to unjustifiably restrict involvement in such outside activities.

4.3 Employees will report to the university, without delay, any circumstances that may involve potential conflict of interest or commitment with Zayed University

5. Related Policies and Laws

SUP-HR-13 Consulting and Outside Employment by ZU Employees

ACA-RES-103 Contract Research and Faculty Consulting

UNI-LEG-102 Code of Ethics and Professional Conduct

6. Administration

This policy is administered by the Human Resources (HR) Department. Questions can be directed to the appropriate HR Manager or the Director.

7. Revision History

Date	Revision
15 February 2023	Administrative change: <ul style="list-style-type: none">• Updated the information header and related policy numbers.• Updated the policy number from SUP-HR-12 to UNI-LEG-101.
23 December 2019	CAFO approved: Updated the policy numbers and numbering format.
11 June 2019	Updated policy to current format, added Administration section, and updated Related Policies and Laws.
27 March 2012	Policy approved.
10 October 2010	New Policy approved.