



## Conflict of Interest Policy

### DOCUMENT INFORMATION

Status: Approved by AIC Senior Management Committee

Responsible for implementation: AIC Academic Team

Responsible for review: AIC Academic Team

Current version review date: September 2024

### Version Control

History of amendments	Version/ pages/ section affected	Summary of changes
Last amended September 2022		

The individuals or group responsible for this document have the authority to make changes to it whenever necessary. In the event of any amendments, all relevant personnel will be duly notified.

The document can be found on the AIC website at the following link:

<https://www.aicedu.lk/academic-progression.php>

## Purpose

To ensure that members make decisions on behalf of the AIC Campus disclose and manage any conflict of interest they may have, and act in a manner consistent with their responsibilities to the AIC Campus and the public.

AIC is committed to pursuing high standards of practice to avoid and conflict of interest and resolve them appropriately with appropriate allocation of resources in order to implement this Policy fully, to the best of our abilities. This Policy Statement is to be reviewed according to necessity, as well as periodically every two years.



Honorary Dean

05/09/2022

## Policy Statement

The AIC Campus principal missions are the education of students and the generation and dissemination of knowledge. In pursuit of these missions, or as a natural outgrowth of such activities, faculty and staff often become involved in outside activities. While extramural activities benefit the AIC Campus and are generally encouraged, in some circumstances such activities give rise to conflicts of interest or commitment.

This policy addresses the circumstances in which conflicts of interest or commitment may occur, provides examples of the principles and processes outlined in this policy, and specifies a process for resolving potential conflicts. As used in this policy, the term "Academic Faculty" means faculty (including instructors and special faculty appointments), staff (any employee of the university) and visiting faculty and staff.

Academic faculty members should use good judgment, professional commitment and ethics to protect themselves and the AIC Campus from potential conflicts.

## Conflicts of Interest and Commitment

Conflicts of interest occur when Academic faculty members are in a position to influence a decision on policy or purchases where they might directly or indirectly receive financial benefit or give improper advantage to associates. Conflicts of commitment arise when Academic faculty member's involvements in outside activities substantially interfere with their primary commitments to the university: to teach, to conduct research and to meet related obligations to students, colleagues and the university.

## Statement of Principles

- All members should make the fulfillment of their responsibilities to the AIC Campus the focal point of their professional activities. University members should only become involved in extramural professional activities insofar as they advance the mission or prestige of the AIC Campus and the activities do not interfere with their responsibilities to the Campus. However, this policy is not intended to unduly restrict involvement in outside activities.
- AIC Campus members are traditionally allowed wide latitude in defining their professional agenda and their degree of involvement in outside activities. This tradition has served the AIC Campus well.

## Guidelines

The following guidelines are not inclusive and are not without exceptions. They provide examples of potential conflicts and processes for resolving them.

1. AIC Campus members in a position to influence a Campus business decision for which they might receive material benefit should disclose the nature of the conflict to others involved in the decision. Whenever possible, those with potential conflicts should remove themselves from involvement in the decision. If the individuals should continue to participate in the decision process, discussion with supervisors and documentation of the potential conflict should be presented to the appropriate dean or department head.
2. AIC Campus members are regularly involved in consulting activities from which they profit financially. As a rule, such activities are not a conflict as long as:
  - University resources (laboratories, studios, equipment, computational facilities and/or human resources) are not more than incidentally used without reimbursing the university.
  - Such activities do not unduly interfere with the time and energy committed by the individuals to their primary responsibilities to the AIC Campus. The allowable amount of time dedicated to consulting will be governed by the Consulting Policy. AIC Campus members should adhere to the understood maximum of one day per week.
  - Such involvement does not inhibit the publication of research findings developed in the course of the individual's regular campus activities.
3. The AIC Campus actively encourages involvement in professional organizations, panels, advisory commissions, and government, charitable and community organizations. However, such involvement should not become so dominant that AIC Campus members no longer effectively satisfy their responsibilities to the campus. The counsel of colleagues should be regarded as a valuable source of detached perspective on such conflicts of commitment.
4. AIC Campus members should not engage in direct competition with the campus either personally or through a firm in which they have a substantial interest. For example, such a circumstance may arise when an individual solicits a research award for which the AIC Campus is a competitor or would have been a competitor had the individual properly acted as an agent of the university. In order to avoid such potential conflicts, the individual should consult the appropriate dean or department head.
5. Before contemplating outside employment or consulting activities, AIC Campus members should disclose to the appropriate dean or department head potential conflicts of commitment or interest.

6. Faculty members must exercise prudence in directing students and supervised employees toward activities from which the faculty might financially benefit. The potential conflict is obvious, and faculties are encouraged to consult their dean, department head or colleagues for an independent evaluation of the activities' educational merits.
7. Graduate students should be discouraged from consulting, especially as this distracts from their educational goals. In particular, there is great potential for conflict of interest when graduate students consult for spinoff companies; in this case, prior approval of the department head must be obtained.

## **Procedures for Resolving Potential Conflicts**

The first and most important line of defense against conflicts of interest or commitment must be the AIC Campus members themselves. Installation of a quasi-judicial system for monitoring and adjudicating potential conflicts will not serve the larger interests of the AIC Campus. The AIC Campus, therefore, strongly encourages university members to disclose to the appropriate dean or department head their outside commitments on a regular basis (e.g., during annual departmental reviews, evaluations, or whenever those commitments undergo significant change).