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## GA 17. Conflict of Interest Policy

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| <b>Title:</b>               | <b>GA 17. Conflict of Interest Policy</b> |
| <b>Policy Number:</b>       | AD 04/09.2014                             |
| <b>Effective Date:</b>      | September 1, 2014                         |
| <b>Approval and Review:</b> | Revised and approved on October 22, 2024  |
| <b>Issuing Authority:</b>   | Administration                            |

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### 1. RATIONALE

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A conflict of interest occurs when an individual or organization is involved in multiple interests, one of which could possibly corrupt the motivation for an act in another. The presence of a conflict of interest is independent from any in appropriate intentions. Therefore, a conflict of interest can be discovered and voluntarily removed before any corruption occurs.

RHU members are expected to reveal ethical and professional conduct for the utmost benefit of the University. All Members of RHU are committed to recognizing and refraining from situations and activities that might represent a Conflict of interest in the execution of their duties for the University. All decisions and recommendations suggested by faculty and employees should be for the best benefit of the University and not for the benefit of individual interests. To avoid conflict between individuals' interests and the University benefit the following policy and procedures should be applied.

### 2. POLICY

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- 2.1 RHU members must not use their positions to grant employment at RHU for family members, friends, close connections, or any other form of employment that creates or has the potential of creating conflict of interest with the University.
- 2.2 RHU members must refrain from accepting any form of remuneration, award, or donation from any party that might affect the interest of the University.
- 2.3 RHU members are not allowed to speak publicly in the name of the University or write in press unless approved by University.
- 2.4 Prospects and potential employees / faculty should submit to the Administration their relationship with any staff, faculty, company, or community that the University does business with. The disclosure of relationship should be continuously updated during the employment period to avoid any conflict of interest that might arise. If there is a relationship between any two parties doing business at RHU and this relationship cannot be avoided then concerned individuals should avoid being involved in decision making or voting process affecting one of the parties.
- 2.5 Serious disagreements arising from conflict of interests shall be resolved by the University. The University has the exclusive right to determine the best interest that serves its business and continuity.
- 2.6 Failure to abide by RHU Conflict of Interest Policy and failure to declare any form of conflict of interest may result in disciplinary action including termination of employment.
- 2.7 HR shall maintain a file of information that reveals any presence of conflict of interest related to staff members capable of influencing decisions that affect work.
- 2.8 A copy of this policy shall be distributed to faculty members and administrators, and it shall be put in the employee's file.

### 3 STAKEHOLDER IMPACT AND SCOPE

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It is the responsibility of each RHU student and staff member to familiarize themselves with policies and procedures relevant to their area of work, and to adhere to its contents.

### 4 APPROVAL AND REVIEW

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**OFFICER RESPONSIBLE:** Administration

**AUTHORITY:** Administration

**POLICY REVIEWED BY:** Administration

**EFFECTIVE DATE:** September 1, 2014

**REVIEW DATE:** 22/10/2024

**REVISION HISTORY:** 22/10/2024

**RELATED POLICIES:** All University Policies and Procedures