

<b>Policy Title</b>	Conflicts of interest and commitment policy
<b>Responsible AIU Office (Higher Management/Directorate)</b>	Office of the General Counsel and Compliance
<b>Policy Owner (Executive Department/Office)</b>	Chief Compliance Officer
<b>Pertinent Dates</b>	[Dates the policy was created, expired, revised, approved, and became effective.]

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## I. SCOPE OF POLICY

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This Conflicts of Interest and Commitment Policy applies to all University employees. This Policy continues to apply to employees while on sabbatical or other leaves or on vacation, while visiting other institutions, and while consulting with external entities or individuals. The objective of this policy is to help employees and others engaged in University business to identify, disclose and manage actual, perceived (or apparent), or potential conflicts of interest between their interests and their University duty or responsibilities.

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## II. DEFINITIONS

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As used in this Conflicts of Interest and Commitment Policy, the following terms shall have the meanings indicated below.

A. “Employees” means all faculty (including part-time and visiting faculty), staff and other employees, postdoctoral scholars, and students (including graduate students) employed or otherwise engaged by the University.

B. “Family members” for purposes of this policy are defined as all relatives, such as, but not limited to the following: spouses, relatives by marriage, children (including step-children and foster children), parents, step-parents, grandparents, grandchildren, in-laws, siblings (including step-brothers and step-sisters), cousins, nieces, nephews, aunts and uncles, or any member of one’s household.

C. “Associate” is any individual or organization with whom an Employee has a close personal or business relationship such that a benefit to the associate could be construed as a personal favor by the Employee and/or an indirect benefit to the Employee personally or the Employee’s family member (for example, in the case of a business in which family members of an Employee have a significant financial interest).

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## III. POLICY STATEMENT

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University Employees conducting University business shall always act and make all decisions in a manner that promotes the best interests of the University. All Employees have an obligation to address both the substance and the appearance of conflicts of interest and commitment and, if they arise, to disclose them immediately in writing to their supervisor and the Compliance Office at [ComplianceOffice@aiu.edu.eg](mailto:ComplianceOffice@aiu.edu.eg). They must also immediately record and report to their supervisor and the Compliance Office at [ComplianceOffice@aiu.edu.eg](mailto:ComplianceOffice@aiu.edu.eg) their withdrawal and recusal from debate, voting, or decision-making process where a conflict of interest exists or might arise. Managers/supervisors, department chairs, and deans who become aware that Employees under their supervision have conflicts of interest or commitment covered by this Policy are obligated to ensure that the conflict is appropriately disclosed and managed.

#### A. Conflicts of Interest

1. A conflict of interest arises when an Employee might be able to use the authority of his or her University position to:

- a) Influence the University's business decisions in ways to give improper advantage or financial benefit to oneself, a family member or associate, or
- b) Obtain for oneself, a family member, or an associate a financial benefit beyond the compensation he or she is authorized to receive for performing his or her University responsibilities.

2. The following constitute prohibited conflict of interest:

##### a) *Personal and/or Familial Relationships in the Workplace:*

No Employee of the University may participate in decisions involving a direct benefit (e.g., initial employment, salary, work assignments, performance evaluations, etc.) to family members.

##### b) *Business Decisions:*

Employees must not make or influence business decisions, including executing purchasing agreements or other types of contracts, from which they, a family member, or an associate may personally benefit. Employees who stand to gain from a particular contract must identify the situation to their supervisors or directors immediately.

##### c) *Use of University Resources and Name:*

The use of University resources (e.g., telephones, fax and copy machines, campus mail, computers and time, staff, office and classroom space, supplies, vehicles, postage, etc.) which results in personal and/or financial gain to an Employee, a family member, or an associate represents a conflict. University resources should be generally used exclusively for University business, with only approved diminutive exceptions for personal use. For example, the occasional use of University phones or internet services at no cost or little cost to the University, for personal communications, may be acceptable. Furthermore, the use of the University name and seal by Employees other than in the context of their responsibilities at the University is prohibited.

##### d) *Gifts and Gratuities:*

Employees are prohibited from soliciting personal gifts and favors from a vendor, contractor, donor, student, parent, or subordinate. Accepting gifts is also prohibited in most circumstances. Gifts valued in excess of EGP 500 or of undetermined value, if not applied for a University purpose or shared widely, should be returned immediately to the donor, or, in certain cases where risk of offense may impact AIU interests, the recipient shall transfer the property to the President's Office for appropriate AIU use and recording.

Gifts of promotional items without significant value and that are routinely distributed by vendors to clients (e.g. calendars, pens, books, tote bags, T-shirts) may be accepted. Ordinary business courtesies, such as

payment for a modest lunch or dinner are also acceptable. Gratuities or gifts of money, whatever the amount, may not be accepted at any time without the written approval of the General Counsel, President, or designated compliance officer. Employees must also consider and comply with AIU's Code of Ethical Conduct in accepting any gift, ordinary business courtesies or gratuities, regardless of the value. Employees should discuss any gifts or proposed gifts with their supervisors prior to acceptance. Employees should refer to the Code of Ethical Conduct for AIU's policy regarding offering gifts and gratuities.

e) *Significant Financial Interests:*

Employees must disclose their (or their family member's) significant financial interests in any entity that they may be reasonably expected to know to conduct business with the University, directly or indirectly. Two types of significant financial interest:

- i. Receipt of anything of monetary value from a single source exceeding EGP 7500 annually. Examples include salary, royalties, gifts, and payments for services including consulting fees and honoraria.
- ii. Ownership of an equity interest exceeding 20% or EGP 10,000 in any single entity.

3. Perceived Conflicts of Interest: In addition to refraining from prohibited activities, Employees must disclose any activity, relationship, or interest that is, or may be perceived to be, a conflict of interest so that these activities, relationships, and interests can be managed properly.

B. Conflicts of Commitment:

A conflict of commitment occurs when a commitment to activities outside of the Employee's University responsibilities interferes with his/her capacity to meet the University responsibilities. In the case of administrative officers and members of the staff, the time allowed for service to other organizations depends on the person's job responsibilities and his or her supervisor's expectations for that Employee's level of involvement with professional and community organizations. All Employees must disclose any outside activity that is, or may be perceived to be, a conflict of commitment so that their supervisor and the designated University compliance officer may manage these activities properly.

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#### IV. POLICY STANDARDS AND PROCEDURES

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All Employees must complete the University's COI/COC Disclosure Form upon hire and annually, as administered by HR. By completing this form, Employees confirm that they have read, understood, and committed to this Policy and that they will disclose potential or actual conflicts as they arise. Disclosure forms should be submitted to HR, and, if a potential conflict is reported, HR will refer the form to the Compliance Office for possible mitigation and resolution. The Conflicts of Interest and Commitment Disclosure Form can be found on [AIU's HR website](#).

A. University administrators are responsible for promoting the understanding of and compliance with the University's Conflicts of Interest and Commitment Policy. Employees are obligated to resolve any conflicts of interest or commitment through disclosure and cooperation with University officers charged with administering this policy. The University may impose sanctions, up to and including dismissal, for failure to comply with this policy.

B. Policy Administration: Responsibility for administering the University's Conflicts of Interest and Commitment Policy shall rest with the President or his/her designees for all Employees. The President hereby designates the General Counsel as the overall custodian of the Conflicts of Interest and Commitment Policy and the management of disclosed conflicts, if necessary, and designates HR as responsible for ensuring that all employees disclose upon hire and annually.

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V. **FORMS/INSTRUCTIONS (if applicable)**

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The University's COI/COC Disclosure Form.

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VI. **CONTACT INFORMATION**

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[Lists relevant position titles and/or offices who may be contacted by University community members for any questions about the policy.]

<b>Triggered by:</b>	Name	Date	Sig.
<b>Created by:</b>	Name	Date	Sig.
<b>Revised by:</b>	Name	Date	Sig.
<b>Approved by:</b>	Name	Date	Sig.