

### **Application**

All employee, faculty tutors of KIMS

### **Purpose**

To ensure that members making decisions on behalf of the KIMS disclose and manage any **conflict of interest** they may have, and act in a manner consistent with their responsibilities to the KIMS (as the case may be) and the public.

### **Background**

KIMS encourage their employees and all faculty members to have diverse interests and contacts across the local, national and international communities. Collaborations between members and outside bodies are, generally speaking, both in the public interest and beneficial to the KIMS.

It is possible however, that a member's interests may at times give rise to an actual, potential or perceived conflict of interest with their role and responsibilities at the KIMS or MOH

Ensuring that conflicts of interest are properly managed is crucial to reducing legal and reputational risk and demonstrating the integrity of individual employee. Conflicts of interest that are not properly managed have the potential to damage the reputation of individual members, KIMS and MOH.

### **Policy**

#### **Principles**

The guiding principles for the identification and management of conflicts of interest in any situation are:

1. Members acting on behalf of the KIMS must be seen at all times to behave in an impartial and transparent manner.
2. It is important to understand that the existence of a conflict of interest does not necessarily imply wrong-doing on the part of any person. However, any interests which could give rise to a conflict of interest must be disclosed
3. Members need to be alert to situations in which they, or the people that they manage or supervise, may have a conflict of interest and ensure that the situation is recognised and handled appropriately
4. Conflicts of interest must be dealt with quickly and transparently, that is they must be:
  - Acknowledged
  - Disclosed
  - Put on record, where appropriate, and

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- Effectively managed or avoided
- 5. If a member has any doubt as to whether a conflict of interest exists, they must disclose the matter to their manager or supervisor
- 6. Members must consider how an impartial observer might reasonably perceive a conflict of interest situation or **relationship**, whether or not any wrong-doing is involved
- 7. Conflicts of interest may raise complex issues and members and their managers or supervisors must judge each situation that arises in a prudent manner
- 8. Disclosure of conflicts of interest may involve disclosing personal information. This information must be handled with due regard to the privacy of the individual concerned
- 9. If a person has a conflict of interest in the matter being considered, they must not take part in any discussion or decision on the matter giving rise to the conflict unless the chair / relevant manager decides otherwise
- 10. However, a person who has a direct or indirect financial interest in the matter being considered must not take part in any decision about the matter

### Identification and effective management of conflicts of interest

11. Members must identify and disclose any actual or potential conflict of interest that may affect, or may be seen to affect, their impartiality when acting on behalf of the KIMS.
12. Each conflict of interest situation must be dealt with as soon as reasonably practicable after it is identified
13. Conflicts of interest must be disclosed to the appropriate person in the circumstances (see Conflict of Interest Procedures). The appropriate person in most circumstances will be the member's immediate manager or supervisor, or in the case of **committees**, the **chair**
14. The situation must then be reviewed, managed and recorded by the relevant manager or chair in a manner that is appropriate to the circumstances
15. Managers and supervisors across the KIMS must help to build awareness of conflict of interest situations, and support those who report to them to comply

### Conflict Of Interest Procedures

#### Management responsibilities

1. Leaders across the KIMS have a responsibility to help **staff members** to comply with their obligations under this policy by:

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- building general awareness of the risks of conflicts of interest inherent in the work of the people they manage
- making staff members aware of the policy and procedures regarding conflicts of interest
- advising and directing staff members as necessary about appropriate ways to manage any conflict of interest
- ensuring that conflicts of interest involving their staff members are managed appropriately
- assisting any staff member who discloses a conflict of interest to develop an appropriate strategy to manage the situation
- reviewing and endorsing plans to manage any conflict of interest
- monitoring the work of their staff members and the risks associated with a conflict of interest

### Individual responsibilities

2. In relation to teaching, academic supervision and assessment of resident, tutor/ employee must disclose to their **program director or head** any personal or financial **relationship** that may lead to a conflict of interest
3. Where such a relationship exists, the staff member is not to have any assessment responsibility, nor act as a supervisor or as an advisor to the resident
4. In relation to employment, staff members must disclose to their **manager** any personal or financial relationship with another person, where the staff member has responsibility for or may directly influence decisions, including, but not limited to, decisions about the appointment, promotion, remuneration/reward, leave or discipline of that other person
5. Staff members must disclose to their manager any relationship to suppliers or potential suppliers of goods or services to the University or UniServices that may conflict with the discharge of their University duties or responsibilities or their UniServices' duties or responsibilities.
6. In relation to committee membership, members are to disclose any actual or potential conflict of interest to the **chair** who will then decide on the appropriate course of action

### Managing a conflict of interest situation

7. As soon as a member becomes aware that they have a conflict of interest or a potential conflict of interest in the process of making a decision in their role at the KIMS, they must declare it to their immediate manager/ responsible person.
8. If the member's manager has a conflict of interest in the matter, the member must disclose the conflict of interest to the next higher level of authority
9. The relevant manager, in consultation with the member who has disclosed the conflict of interest, must determine whether a conflict of interest exists and, if so, what further action needs to be taken

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10. If the relevant manager decides that further action needs to be taken, the member must have no involvement, or further involvement, in the matter giving rise to the conflict of interest unless the manager decides otherwise

11. Where it is determined that further action needs to be taken, the manager, in consultation with the member will decide on a course of action to manage or avoid the conflict of interest

12. Any decisions and action taken must be recorded in writing and filed by the relevant manager on the conflicts of interest register

13. If the member does not agree with the decision of their manager they may raise the matter with the relevant dean, service division director or **KIMS secretary general**

14. To avoid doubt, the convenor of a meeting other than a committee meeting must deal with and record any conflict of interest that arises in the same manner as a manager would do

### **Committee meetings**

15. All committee meeting agendas are to contain an item requiring the declaration by members of the committee of any actual, potential or perceived conflict of interest with regard to any item on that agenda

16. Committee members must disclose to the chair any conflict of interest with regard to any item on the agenda as soon as possible and in all cases, before that item is dealt with by the committee

17. The minutes must record any conflict of interest declared before, or arising during the meeting and how the conflict was dealt with

18. Action/ decisions taken by a committee chair in relation to disclosure of conflict of interest before or during a committee meeting must also be recorded in the minutes of the relevant meeting