

# Policy and Procedure

**European College of Polytechnics**



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# European College of Polytechnics

## Conflict of Interest Policy

### I. Purpose

- (1) The purpose of this policy is to ensure that all decisions made by employees and associates of the European College of Polytechnics (ECP) are conducted according to the highest ethical standards and that any conflicts of interest are recognised, disclosed, and managed appropriately.

### II. Scope

- (2) This policy applies to all faculty, staff, and administrators associated with ECP, including part-time and full-time employees, consultants, and contractors.

### III. Definition of Conflict of Interest

- (3) A conflict of interest occurs when an individual's personal interests—family, friendships, financial, or social factors—could compromise his or her judgement, decisions, or actions in the workplace.

### IV. Policy Guidelines

#### *Disclosure of Conflicts*

- (4) All employees must disclose any relationships, associations, or activities that might influence their professional judgement or lead to a conflict of interest. This disclosure should occur as soon as the employee becomes aware of such a situation.

#### *Procedure for Reporting Conflicts*

- (5) Employees should report potential conflicts of interest to their immediate supervisor or the appropriate division using the standard disclosure form. The report should include a detailed description of the circumstances that may lead to a conflict. Managers or supervisors are responsible for forwarding the report to the appropriate division for evaluation.

#### *Assessment and Management of Conflicts*

- (6) Upon receiving a disclosure, the leadership division, in consultation with legal or ethical advisors if necessary, will assess the situation to determine whether a conflict of interest exists and what actions should be taken to manage or resolve it. Potential actions may include altering the employee's job responsibilities, supervising certain activities more closely, or requiring divestment from conflicting relationships or interests.

*Training and Communication*

- (7) ECP will provide training sessions for all employees on identifying and managing conflicts of interest. This policy will be communicated to all employees upon the commencement of their duties and will be accessible through the institution’s intranet.

*Monitoring and Compliance*

- (8) The leadership division will monitor compliance with this policy through annual declarations and periodic audits. Any violations of this policy may result in disciplinary action, up to and including termination of employment.

*Transparency and Confidentiality*

- (9) While managing conflicts of interest, the institution commits to maintaining transparency in all decisions affecting its operations and will safeguard the confidentiality of all involved individuals.

**V. Review of the Policy**

- (10) This policy will be reviewed annually by the governance board of ECP to ensure its effectiveness and relevance. Any amendments will be communicated promptly to all employees.

**VI. Declaration and Acknowledgment**

- (11) To ensure compliance with the European College of Polytechnics Conflict of Interest Policy, all employees are required to complete a declaration form.

By signing the declaration, employees affirm their understanding of the policy and their responsibilities under it:

By affixing my signature below, I affirm that I have reviewed and understood the European College of Polytechnics Conflict of Interest Policy. I acknowledge my duty to disclose any potential conflicts of interest as outlined in this Policy to the College’s designated authority without delay.

Please complete the following details and sign:

Signature: \_\_\_\_\_

Name (same as passport): \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_