



Legal Affairs

Conflict of Interest Policy

MBZUAI-LAS-CONFINTR-POL-V1.1

Effective: 11/11/2021

Table of Contents

1. Document Control Information	3
2. Glossary of Terms	3
3. Introduction.....	4
4. Objective	4
5. Scope	4
6. Conflict of Interest Policy.....	4
6.1. Principles.....	4
6.2. Determining a Conflict of Interest.....	5
6.3. Disclosure of a Conflict of Interest.....	5
6.4. Failure to Disclose a Conflict of Interest.....	5
6.5. Resolutions of Conflicts of Interest	5
7. Related Documents	6
8. Version History	6

1. Document Control Information

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Policy review

Person responsible	Workflow	Date
General Counsel/legal	Initiate, Review	01 Oct 2020, 16 Nov 2023
Head of IEQA	Review	17 Nov 2023
President	Approve	11 Nov 2021

2. Glossary of Terms

Term	Definition
Conflict of Interest	<p>A situation in which any personnel has a private or personal interest which is likely to appear to influence the objective exercise of an aspect(s) of their University duties.</p> <p>For the purpose of this Policy, the term ‘conflict of interest’ includes perceived, potential and actual conflicts of interest.</p> <ul style="list-style-type: none"> • A perceived conflict of interest is one which a reasonable person would consider likely to compromise objectivity; • A potential conflict of interest is a situation which could develop into an actual or perceived conflict of interest; • Financial interest refers to anything of non-trivial monetary value; • Non-financial interest refers to any non-financial benefit or advantage, including, but not limited to, enhancement of an individual’s career, education or professional reputation, access to privileged information or facilities. • Relative or friend: Any member of an personnel’s close family or friend, likely to appear to a reasonable person to influence their objectivity.

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6.2. Determining a Conflict of Interest

6.2.1. In order to determine whether a conflict of interest exists, it should be determined whether the private, personal or commercial interest is likely to interfere, or appear to interfere with the objective judgement the personnel should show in performing their University duties. Could others reasonably conclude that it might influence the personnel to act other than in the interests of the University? Serious conflicts of interest include, but are not limited to, the following points:

Personnel using their University position to:

- Influence a contract or other favorable terms for a company in which they, or a relative or friend, had a financial interest;
- Influence employment, promotion, admission to a course of study, educational progression or other financial or non-financial benefit for a relative or friend; or
- Obtain financial or non-financial benefits for him/herself or for a relative or friend in return for providing advantage, or potential advantage;
- Compromising research objectivity or independence in return for financial or non-financial benefit for them or for a relative or friend;
- Using University resources or confidential information obtained through their University position for personal financial or non-financial benefit, or benefit to a relative or friend;
- Conducting business, employment or activity outside the University, which adversely affects the personnel's ability to perform their duties

6.3. Disclosure of a Conflict of Interest

6.3.1. The responsibility for identifying and avoiding conflict of interest, in the first instance, lies with the individual personnel. If a conflict of interest situation arises, the personnel must disclose the conflict of interest in writing, and seek a resolution. They must then take no part in the matter(s) relating to that interest unless, and until such time as the potential conflict is resolved. All personnel are required to submit a conflict of interest disclosure form every year, whether they have a conflict of interest to disclose, or not.

6.4. Failure to Disclose a Conflict of Interest

6.4.1. Failure to disclose an actual or perceived conflict of interest, or to cease involvement in the situation until the conflict has been resolved, constitutes a breach of the personnel's contract of employment and may result in disciplinary action, and in serious cases could result in dismissal.

6.5. Resolutions of Conflicts of Interest

6.5.1. Once a conflict has been disclosed, the line manager, or supervising faculty, is responsible for resolving the conflict of interest as soon as is reasonably practicable, including the escalation of the matter, if required. Until that time, the personnel must take no part in the particular activity relating to the potential conflict. Every effort should be made to reach agreement with the personnel regarding the solution. Resolution of the conflict may not go beyond the scope of the personnel's contractual obligations (explicit or implicit) without the personnel's agreement.

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8. Version History

Version number	Person responsible	Date of change	Comments
V1.0	General Counsel	11/11/2021	First approved version
V1.1	General Counsel	16/11/2023	Second draft, minor addition to section 6.3 disclosure of a conflict of interest on submitting the form

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7. Related Documents

Section	Related Document(s)
6.3	Link to conflict of interest disclosure form