



## **Conflicts of Interest Policy**

### **Policy Statement**

East Bridge University (EBU) always maintains high levels of integrity in all our administrative processes and our institutional activities are always conducted transparently and honestly.

The aims of the policy are:

- Allow employees, students, and other stakeholders to understand where their personal interests conflict with their professional responsibilities
- Define the expectations for declaring and recording such conflicts in detail
- Establish the rules for dealing with conflicts of interest so that organisational decisions are made objectively and in the best interests of the institution

### **To Whom this Policy Applies**

The policy applies to all East Bridge University staff members, students, external members of EBU Board of Academics, and other equivalent bodies. Staff members, in reference to this policy, refers to all individuals who are working with the organisation at any level which includes employees (permanent or temporary), other visiting teachers, external trainers, vendors, students, and any other person working in any context within the institution.

### **Personal Relationships in the Workplace**

No staff members of East Bridge University will participate in any kind of decision-making or authorise any institutional funds for activities involving a direct benefit to family members, friends, and

acquaintances. Request for special treatment or allocation of institutional funds for family or friends is strictly prohibited.

### **Organisational Decisions**

Staff members of East Bridge University are not allowed to make or influence organisational decisions such as executing agreements or other types of contracts for the benefit of a family member, an associate or any acquaintance.

### **Professional Commitments**

Faculty and staff members must carry out specific responsibilities and professional activities that reflect their proper commitments to their departments, work, and other divisions.

### **Use of Organisational Resources**

Employees of East Bridge University must avoid using work-related phones, computers, and electronic devices for personal purposes. Outside of regular work hours or during breaks, no company resources should be used. Staff members should not engage in illegal or inappropriate activity or behaviour that incurs additional costs to the organisation.

### **Knowledge of Policies and Procedures**

Faculty and staff members must be aware of all of the organisation's policies and procedures and must follow all of them.

### **Use of the Organisation Name or Logo**

The company name and logo are registered trademarks of East Bridge University. EBU employees are not allowed to use them except in the context of their institutional responsibilities.

### **Personal Gifts**

Staff members of the East Bridge University are prohibited from accepting personal gifts and favours from current, prospective, or former students or others with whom they have a potential or existing professional or personal relationship to avoid a conflict of interest or the appearance of a conflict of interest.

## **Review**

Representatives of East Bridge University have the authority to and are responsible for:

- Carrying out the conflict of interest and commitment reviews following the organisation's guidelines.
- Creating strategies for those reported scenarios that may appear to create conflicts of interest or commitment.
- To assess, resolve, or manage each potential or actual conflict

## **The Implications for Policy Violations**

Failure to comply with the conflict of interest policy may result in disciplinary action, including suspension without pay or termination of employment, depending on the applicable disciplinary actions.



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**Director**  
**East Bridge University**

