



Conflict of Interest Policy

Policy Statement

Asian College of Teachers (ACT) is committed to demonstrate high levels of integrity in all areas of its administration and all institutional activities are conducted in an honest and transparent manner.

The aims of this policy are to:

- enable staff, students and other stakeholders to understand where their personal interests conflict with their professional duties
- clearly explain the expectations for declaring and recording such conflicts
- lay down the rules for managing conflicts of interest in order to ensure that organizational decisions are made objectively and in the best interests of the institution

To Whom this Policy Applies

This Policy applies to all ACT staff, students and external members of ACT Board of Academics or equivalent bodies etc. With reference to this policy 'staff' refers to all individuals working within the institution at all levels including employees (whether permanent or temporary), other visiting teaching staff, external trainers, students, vendors or any other person working in any context within the institution.

Personal Relationships in the Workplace

Asian College of Teachers staff will not participate in any kind of decision-making or authorize any institutional funds for activities involving a direct benefit to the family members, friends or acquaintances. In some cases, staff



members may request in writing for any special treatment or allocation of institutional funds to family members or acquaintances, which are strictly prohibited.

Organizational Decisions

Staff members of Asian College of Teachers may not make or influence organizational decisions, including executing agreements or other types of contracts, from which family member, friend or an associate may personally benefit.

Professional Commitments

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

Use of Organizational Resources

Staff members of Asian College of Teachers must ensure they do not use non-work-related phones, computers and electronic devices for personal use. No company resources should be used outside of regular work hours or during breaks. Staff members should not also involve in activity or behavior that is unlawful or inappropriate, and does not incur additional expense to the organization.

Knowledge of Policies and Procedures

Faculty and staff members must be aware of all the policies and procedures of the organization and abide by the applicable policies and procedures.



Use of the Organization Name or Logo

Staff members of the ACT may not use the company name or logo except in the context of their institutional responsibilities as the company name and logo are registered trademarks of Asian College of Teachers.

Personal Gifts

In order to avoid a conflict of interest or the appearance of a conflict of interest, staff members of Asian College of Teachers are prohibited from accepting personal gifts and favors from current, prospective or former students or others with whom there is a potential or existing professional or personal relationship.

Review

ACT representatives have the authority to and are responsible for:

- conducting conflict of interest and commitment reviews in accordance with the guidelines laid down by the organization.
- making plans for those reported situations that may appear to create conflicts of interest or commitment.
- looking into each potential or actual conflict is evaluated, resolved, or managed.

Consequences for Violating this Policy

Failure to comply with conflict of interest policy is subject to disciplinary action, leading up to suspension without pay, or termination of employment in accordance with applicable disciplinary actions.