

Guideline #	AD-109-G3	Revision #	01
Accessibility level	A	Effective date	April 27, 2015

CONFLICT OF INTEREST GUIDELINE:

1. FBSU is an integral part of the academic and business communities in Tabuk as well as in KSA, and it will continuously work to serve the development and prosperity of the country. Hence FBSU staff are normally of distinguished caliber, thus it is expected that some staff may be involved in outside activities. Such activities could be paid or unpaid, commercial or non-commercial type, or social activities.
2. Employees are expected to be able to perform their work as efficiently and effectively as possible at all times. Employees may not engage in personal or side businesses during work hours. Such activities may be conducted outside the regular working schedule of the employee.
3. While work for other employers is not prohibited, hours worked in outside employment must not coincide or conflict with the regular working hours of the employee's schedule at FBSU. Employees may not work on non-FBSU related business during work hours. Outside employment and activities must not detract the concerned employee's work and responsibilities at the University nor create a conflict of interest.
4. All employees will be judged by the same performance standards and will be subject to the FBSU scheduling demands, regardless of any existing outside work requirements. Questions about whether an outside activity or other employment may constitute a conflict of interest should be directed to supervisors and/or the HR department.
5. Outside employment of full-time faculty members is subject to the prior approval of the pertinent Dean. Outside employment of an administrative staff member is subject to the prior approval of the Vice President for Finance and Administration.
6. All faculty and administrative staff members are expected to disclose the existence of any outside employment to their direct supervisor.
7. If FBSU determines that an employee's outside work interferes with his/her performance or his/her ability to meet the required work standards of FBSU as modified by FBSU from time to time, the employee may be asked to terminate his/her outside employment if he or she wishes to remain employed with FBSU.
8. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or entities outside FBSU for materials produced or services rendered while performing their jobs at FBSU.
9. All employees upon engagement will be required to sign a Conflict of Interest Form (*see the related Conflict of Interest form*).
10. The University recognizes that consulting may be a valuable form of community service. This service contributes to the professional development of administrative officials and serves to enhance the University's reputation and standing. For this reason, officers, professional administrative personnel, and faculty are not precluded from entering into consulting arrangements. Any administrator engaged in consulting services must account for time away from FBSU business by using personal and/or vacation days. Faculty members must secure the approval of their Deans.

CODE OF CONDUCT POLICY

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11. Faculty may devote an average of one day per calendar week during the contract period toward consulting services subject to prior approval of their Dean.
 12. Administrative personnel must obtain approval from their department head prior to engaging into a consulting agreement.
 13. FBSU may require any administrator or faculty member to cease consulting if it is determined that such services are inconsistent with the University Policies or otherwise interfere with the individual's ability to perform his/her duties and responsibilities.