

POLICY	Fundación Universidad de las Américas, Puebla	DATE: 01/02/15	
POL-001-01	CONFLICT OF INTEREST	P.1/3	ED.1.0
AUTHORIZED BY Dr. Luis Ernesto Derbez Bautista President			

I. Objective

To establish the guidelines that the members of the Administrative, Academic, and Business Councils are subject at Fundación Universidad de las Américas, Puebla to prevent or solve conflicts of interest.

II. Definitions

- **Collaborator:** Non-voting member of the Administrative, Academic, or Business Council.
- **Adviser:** Person who may be an employee, student, or person who does not belong to the University but is a member of the Administrative, Academic and/or Business Council, and who can speak and vote in decision-making.
- **University:** Fundación Universidad de las Américas, Puebla.

III. Regulations

1. A conflict of interest arises when, during the activities in which the “adviser” or “collaborator” participates, their personal interests may affect their performance or duty in detriment of the “university.”
2. A conflict of interest can include but is not limited to:
 - a. Failing to inform regarding their participation in a committee, council or organization belonging to another institution other than the “university.”
 - b. Requesting and/or receiving remuneration, commission or any other profit from a student, supplier, competitor, or real or potential customer of the “university.”

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- c. Use “university” information for personal affairs based on what is indicated in the ***Policy for Intellectual Property***.
3. The personal interests of an “advisor” or “collaborator” must not influence their judgment, or their decisions taken in the name of the “university.” As well as this policy, the “advisors” and “collaborators” are subject to the regulations contained in the ***Code of Ethics, Policy of Intellectual Property, and the Policy for the Protection of Personal Data***.
 4. No person, institution, company, or organization that has a relationship with the “advisor” or “collaborator” can improperly have any benefit because of their position.
 5. The “advisors” and “collaborators” know that providing or accepting improper benefits while exercising their attributions may be a crime, and that they will be responsible for the consequences of their actions, whichever they may be.
 6. The “advisors” and “collaborators” must notify their Council President of any real or potential conflicts of interest.

 In each session of the Administrative, Academic, and Business Councils, the President of each, after presenting the agenda, will ask the “advisors” and “collaborators” if there is a conflict of interest. If that is the case, they must inform of it and excuse themselves from that session, a fact which will be recorded in the corresponding minute.
 7. Activities that infringe, or could infringe, this Policy must be notified in writing to the Ethics Committee, as established in the **UDLAP Code of Ethics**.
 8. The “university” considers that any infraction to this policy is a severe breach of the obligations of the “advisor” or “collaborator,” and consequently it will take the necessary measures.

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9. Any situation not foreseen in this policy will be analyzed and authorized by the President or the person they assign.

IV. Transitory

This policy will be valid the day after its publication on the Intranet and repeals any previous regulations on this topic.

IV. Related Documents.

UDLAP Code of Ethics

POL-006-02 Policy of Intellectual Property

POL-006-03 Policy of Protection of Personal Data

VI. Change History

Edition	Change Description	Date of Change
1	New document	February, 2015

VII. Annexes

This document has no annexes.