

## AVOIDING CONFLICT OF INTEREST

**In order to ensure the transparency of PUMS operation, the following - potential - types of conflict of interest were identified.**

1. Self-dealing, ie a situation where one and the same official is on both sides of the same contract. That is, he is the contracting officer who also controls (supervises) the performance of the contract.
2. Double (or multi) employment where interests arising from one employment conflict with interests arising from another employment.
3. Nepotism, ie a situation in which a spouse, child or other close relative is employed (or is applying for employment) in a unit (department) headed by a spouse, parent, child or close relative. This condition also occurs when a spouse, child, parent or close relative purchases goods or services (publicly funded) from the driving spouse, child, parent or close relative. To avoid nepotism when hiring, inquiries are made as to whether the candidate is related to the current employee in the department. This allows for refusal if the employed relative plays a role in the hiring process. In this case, the relative may opt out of any hiring decision.
4. Gifts from friends who also do business with the person receiving the gifts or from individuals or corporations who do business with the organization in which the gift recipient is employed. Such gifts may include non-tangible things of value such as transportation and lodging.

### Red flags

A red flag is a sign of possible fraud or corruption. It is an item or set of items that is unusual in nature or deviates from normal operation. This is a signal that something out of the ordinary has occurred that requires further investigation.

### Examples of red flags

1. There are unjustified selection or award criteria that favor a particular company or offer.
2. The person responsible for drafting the documents organizes the procedure in such a way that there is no time to carefully review the documents before starting the procurement procedure.
3. Unusual behavior of an employee insisting on being informed about the procurement procedure, although not responsible for it.
4. There is no contract or the documentation supporting the purchase is insufficient.
5. In international projects there is a long, unexplained delay between the announcement of the winning bidder and the signing of the contract (this could mean that the contractor is refusing to pay or is negotiating a bribe).

### Prevention

In many cases, there are no legal governing procedures/ rules to be followed in order to avoid a conflict of interest.

However, following these rules usually helps to avoid problems:

1. the principle of equal treatment,
2. the principle of impartiality - employee activities should be performed without personal preferences, and the situations should be assessed as objectively as possible,
3. principle of selflessness - making decisions or performing activities, we should not be guided by our own (private) interest, or expecting benefits for ourself, relatives or friends.

Furthermore we should:

1. avoiding situations that could evoke a sense of gratitude towards entities, if there is a probability of dealing with their affairs in the future,
2. asking other people whether a given action may result in a conflict, and in case of further doubts, informing and consulting the superior.

### **Elimination of the conflict of interest in PUMS**

Poznań University of Medical Sciences is guided by the principles of ethics and respect for the law in its activities.

On September 22, 2016, Rector of PUMS issued an order on the Code of Ethics for Employees of Poznań University of Medical Sciences. Thus, the values and good academic practices which developed over the years of the University's existence, have found their systematized form, becoming a guideline for the entire community of PUMS in their daily work and study.

Information on the Code of Ethics with access to source regulations can be found on the main PUMS website, in BIP, in the Code of Ethics tab (text in Polish) and in the "Staff" tab - "HR Excellence in Research" (text in English )