



Conflict of Interest Policy

Domino Institute of Professional Studies

This policy outlines the procedures for identifying, declaring, and managing potential conflicts of interest at Domino Institute of Professional Studies. It aims to promote transparency, accountability, and integrity within the institution by ensuring that any conflicts are appropriately managed.

1. Procedure for Disclosing a Potential Conflict of Interest

At Domino Institute of Professional Studies, all staff, faculty, and stakeholders must declare any potential or actual conflicts of interest that may affect their professional judgment, objectivity, or impartiality. To disclose a conflict of interest:

- **Step 1: Identification**

Individuals should assess their relationships, personal interests, and external activities to determine if they might create a conflict with their duties at the institution. A conflict may arise in various situations, such as:

- Personal, financial, or professional interests that could compromise impartial decision-making.
- Business interests that could directly or indirectly benefit from institutional decisions.
- Family relationships with individuals who could influence institutional processes.

- **Step 2: Disclosure**

Individuals should complete a **Conflict of Interest Declaration Form** and submit it to the Human Resources or Compliance Office. This declaration should include:

- A description of the potential conflict.
- The nature of the relationship or interest involved.
- Any actions that may mitigate or address the conflict.

- **Step 3: Timing**

Conflicts of interest should be disclosed as soon as they are identified. If a new conflict arises during the course of employment or involvement, it must be declared immediately.

2. Management of Declared Conflicts

Once a potential or actual conflict of interest is declared, Domino Institute of Professional Studies will take appropriate steps to manage it effectively, ensuring transparency and maintaining the integrity of decision-making processes:

- **Assessment:** The institution will assess the nature and severity of the declared conflict. This assessment may involve consultation with relevant stakeholders or legal advisors.
- **Mitigation:** Depending on the circumstances, the following actions may be taken to manage the conflict:
 - **Recusal:** The individual may be asked to remove themselves from certain decision-making processes, such as voting on relevant matters.
 - **Disqualification:** The individual may be excluded from participating in activities or committees where the conflict could influence outcomes.
 - **Redesign of Responsibilities:** In some cases, the individual's responsibilities may be adjusted to avoid involvement in situations where a conflict could arise.
- **Monitoring:** The institution will guarantee that measures and conflicts for relieving effects by controlling declared conflicts will not hurt the institutional process.

3. Consequences of Failing to Disclose a Conflict of Interest

The lack of potential or actual conflicting conflicts can undermine the trust and integrity of Dominoes Institute of Professional Studies institute. The following results may not be the result of the conflict announcement.

- **Investigation:** If a person is found that it cannot reveal the conflict of understanding, an internal investigation will be carried out to determine the nature of the violation and the impact on the institution.
- **Disciplinary Actions:** Depending on the findings, consequences may include:
 - Formal warnings or reprimands.
 - Suspension from certain duties or responsibilities.
 - Termination of employment or involvement with the institution.
- **Legal or Financial Repercussions:** In some cases, failing to disclose a conflict of interest may result in legal or financial consequences, particularly if the conflict has caused financial loss, reputational damage, or regulatory non-compliance for the institution.