**MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION**

**Federal State Educational Institution**

**Of Higher Education**

**"Altai State University"**

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18/10/2017 №1239 / p

On Approval of Regulations

OF CONFLICT OF INTERESTS OF EMPLOYEES

Due to operational needs

THE DECREE:

Approve and implement the attached provision “On conflict  
  
interests of workers in the Altai State University.

Vice-Rector E.E. Shvakov

Head of the UPR V.V. Nazarov

The project is brought by Nazarov V.V.,

Head of the UPR

**MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION FEDERAL STATE BUDGET EDUCATIONAL INSTITUTION OF HIGHER EDUCATION**

**"Altai State University"**

E.E. Shvakov

**Conflict of interests of employees**

**1. Aims and objectives of the provisions on conflict of interest**

1.1. Conflict of interest statement in FGBOU IN "Altai State University" (hereinafter - the University) developed and approved in order to regulate and prevent conflicts of interest in the activities of employees of the University.

1.2. Conflict of interest - it is an internal document organization, to establish procedures to identify and resolve conflicts of interest that arise in the organization of workers in the course of performing their job duties.

**Conflict of interest** - a situation in which the personal interest (direct or indirect) of the employee affects or may affect the proper performance of official (employment) duties and in which there is or may be a conflict between the personal interests of the employee and the rights and legitimate interests of the University, which could lead to harm rights and legitimate interests, property and (or) the business reputation of the University, employee of which he is.

**Under the personal interest** refers to the possibility of obtaining funds in the form of money or other property, including property rights, property-related services, the results of work performed or any benefits (benefits) a person and (or) composed with him in the closely related or property by persons (parents, spouses, children, brothers, sisters, and brothers, sisters, parents, children, spouses and children of spouses), citizens or organizations with which the person and (or) those consisting these closely related or property, any property, corporate or other close relationships.

**2. The persons falling under the provisions of**

2.1. The effect of this provision applies to all employees of the University, regardless of the level of their positions and individuals cooperating with the University on the basis of civil law contracts.

2.2. University employees must refrain from personal use of opportunities derived from property university or a post, and perform actions based on the essential and not open to media professionals, which has become known to them due to the occupation of a post and through which they learned for themselves certain advantages or benefits in the form of material goods to the detriment of the interests of the University.

In management decisions related officials must include an evaluation of the potential risks due to the possible occurrence of the circumstances for which they could or should have been affected, and as a result of which there was a direct or indirect damage to the University.

**3. Basic principles of managing conflicts of interest in the University**

3.1. The basis of the conflict management work in the interests of the University on the following principles:

-Required disclosure of real or potential conflict of interest;

-Individual review and assess reputational risks for the University in the identification of each conflict of interest and its resolution;

CONFIDENTIAL process of disclosure of conflicts of interest and the process of settlement;

-compliance balance the interests of the University and the employee in the resolution of conflicts of interest;

-protection of workers from harassment in connection with the communication on conflict of interest, which has been disclosed in a timely manner the employee and regulated (prevented) University.

1. **The procedure for the disclosure of conflicts of interest Employees of the University and the procedure for settlement, including possible ways to resolve the conflict**

**interests**

4.1. disclosure of conflicts of interest procedure is communicated to all employees of the University. Establishes the following types of disclosure of conflicts of interest, including:

* disclosure of the conflicts of interest in hiring;
* disclosure of the conflicts of interest in the appointment to the new position;
* a one-time disclosure as of situations of conflict of interest.

4.2. Disclosure of conflicts of interest is carried out in writing. It can be tolerated original disclosure conflicts of interest orally followed by fixation in writing.

Confidentiality of the submitted information and conflict of interest by the Commission on Anti-Corruption, established by Order 1053 / 01.07.2014, the item of the information received should be thoroughly checked in order to assess the seriousness of the risks to the University and to choose the most appropriate form of conflict of interest. As a result of this work the Commission may conclude that the situation, details of which were presented to the employee, not a conflict of interest and, consequently, does not require special methods of settlement. The Commission may also come to the conclusion that a conflict of interest exists, and use a variety of ways to permit, including:

restriction of employee access to specific information, which may affect the personal interests of the employee;

- voluntary refusal University employee or his exclusion (temporary or permanent) to participate in the discussion and decision-making on matters that are or may be affected by a conflict of interest;

- reconsideration and changing the functional responsibilities of the employee;

* Translation employee to the position of providing for the implementation of functional duties, not related to the conflict of interests;
* refusal of employee from his personal interest, generating a conflict with the interests of the organization;
* dismissal of employee of the organization by the employee.

4.3. The above list of ways to resolve the conflict of interest is not exhaustive. In each case, subject to agreement of the organization and the employee.

disclosed the information on conflict of interest, other forms of settlement can be found.

When deciding on the choice of a particular method of resolving conflicts of interest is important to consider the importance of the personal interests of employees and the likelihood that the self-interest will be implemented to the detriment of the interests of the University.

**5. Duties of workers in connection with the disclosure and conflict of interest**

Regulation establishes the following duties of workers in connection with the disclosure and conflict of interest:

* + - when making decisions on business issues and the performance of their job duties guided by the interests of the University - without taking into account your personal interests, the interests of their relatives and friends;
    - avoid (if possible) situations and circumstances that may lead to conflicts of interest;
    - disclose incurred (real) or potential conflict of interest;
    - contribute to the settlement of the conflict of interest.
      1. **Methods of conflict of interest**
  + limiting employee access to specific information, which may affect the personal interests of the employee;
  + Voluntary renunciation of the University of the employee or his removal (permanent or temporary) to participate in the discussion and decision-making on matters that are or may be affected by a conflict of interest;
  + change of office or official position of the employee, which is a party to the conflict of interests;
  + removal of an employee to perform the job (service) duties when his personal interests are in conflict with the functional responsibilities;
  + Transfer employee to the position of providing for the implementation of functional duties, not related to the conflict of interests;
  + refusal of the employee benefit, which was the cause of a conflict of interest;
  + dismissal of an employee by the employee;
  + dismissal of an employee by the employer for a disciplinary offense, that is, for non-performance or improper performance of an employee due to his fault assigned to it work duties.

In case of failure to settle the conflict of interest in the pretrial order parties to the conflict to go to court. In each situation can be applied and other measures aimed at resolving the conflict of interest.

* + - * 1. **A responsibility**

All University employees, regardless of position, are personally responsible for compliance with the principles and requirements of these Regulations and the requirements of local regulations and organizational and regulatory documents governing the management of conflicts of interest issues and anti-corruption.

**8. Other provisions**

8.1 The content of this Regulation shall be communicated to all employees of the University.

8.2. This Regulation shall be approved by order of the Rector of the University and shall take effect upon its approval.

8.3. This Regulation valid until a new Regulations or cancellation hereof.