



RUBIXCONSULTING

Conflict of Interest Policy

The purpose of this policy is to protect the interests of Rubix Consulting. In the regular course of business opportunities may arise whereby agents and employees of the Rubix Consulting have the opportunity to advance their personal interests with or against the interests of Rubix Consulting. Acting in such a manner is unacceptable and any party acting outside of Rubix's best interest may be subject to disciplinary action.

Definitions:

Employee – any person who is employed by Rubix Consulting in a part or full-time capacity and in accordance with the labor laws of the United Kingdom.

Agent – an owner, director, stakeholder, contractor or other third-party that is in the position to act on behalf of Rubix Consulting.

Financial Interest – The interest that any individual may have in the monetary transactions of Rubix Consulting. Particularly, any interest that could have a direct bearing on the financial gain/loss of said individual.

Procedure:

Duty to disclose

Every employee/agent of [business name] is obligated to disclose any known or potential conflicts of interest as soon as they arise. Failure to do so could result in termination of employment.

Investigating potential conflicts

When a possible conflict of interest arises, the board of directors will collect of the pertinent information and may question any concerned parties. If the board determines that a conflict exists, steps will be taken to address to conflict. If no conflict exists, the inquiry may be documented but no further action will be taken.

Addressing conflicts of interest

When an actual conflict of interest is found, any transactions that may have been affected will be reviewed retroactively. Affected parties both within and outside of the business, including shareholders, directors, employees, and contractors will be notified. An investigation will also be conducted by the board of directors to determine the extent of the conflict and the intentions of the parties involved.

If the conflict in question involves a member or members of the board of directors, such a member will be excused from the deliberations.

Disciplinary action

As all conflicts of interest will be reviewed on a case-by-case basis, a review may result in disciplinary action. The board of directors has full discretion to deem what disciplinary action is both fitting and necessary, including suspension and/or termination of employment.

Roles and Responsibilities

- The Directors of Rubix Consulting are primarily responsible for outlining, updating and maintaining a relevant Conflict of Interest policy. They will ensure that there is adequate resource for the application and development of this policy.



- Umbreen Munir is responsible for monitoring and ensuring the correct and effective implementation of the policy on a day-to-day basis.
- Each employee has a personal role in that they will be expected to observe, comply with and implement the relevant instructions and procedures.
- It will be ensured that the company manages business objectives through regular internal meetings and internal audits and will undertake a full review of this Conflict of Interest Policy at least annually to ensure continuing suitability.

Conflict of Interest in Examinations

Purpose:

- ensure that there are no issues which could impede fair and appropriate supervision and that any assessment of progress is unbiased and independent
- ensure that there is independence and impartial evaluation in the examination process
- clarify the circumstances where individuals who are proposed as supervisor, advisor, referee, research degree tutor, examiner or independent chair at examination would not be appropriate to undertake the role
- clarify where a change in circumstances renders continuation in the role of supervisor, advisor, or examiner as being no longer viable.

The policy aims to protect all parties: the student, supervisors, advisors and examiners at admission and throughout the period during supervision and examination from complaints of bias or unfair practice and to ensure the reputation of the Company is not compromised.

In applying the policy, particularly in cases where remedial action is required, staff are expected to act with due sensitivity and to ensure all parties including the student understand the position and the remedial action taken.

Signed for and on behalf of Rubix Consulting:



Adil Munir - Director

Date: 15th January 2022

