

It is recorded that the Nelson Mandela University is committed to sound Corporate Governance Practices and procedures in its SCM Policy therefore incorporate the overarching principles of sound Corporate Governance namely:

Responsibility  
Accountability  
Fairness  
Transparency

***In line with the aforesaid overarching principles of sound Corporate Governance the Nelson Mandela University considers the following as a conflict of interest.***

**Conflict of interest**

Any situation in which a member or connected person has an actual or potential interest that may impact negatively on the integrity or objectivity of the University, thereby causing prejudice to the University or undue or improper benefit to the individual, including situations where:

- a position of authority may be used to influence or to make decisions that lead to any form of financial or personal gain for that member or for his or her relations;
- financial or other personal considerations may compromise, or may have the appearance of compromising, a member's professional judgement in conducting or reporting research.

Interest: Includes but is not limited to:

- Commercial interest: Partnerships, firms, companies, close corporations, businesses or other organisation in which a pecuniary interest, fiduciary responsibility, personal participation or any other form of interest is substantial enough to be of significance, for example, holding the position of Executive Director or having more than 5% control (where 'control' means right to direct the affairs of a company as a shareholder, a member of the board of directors, by agreement or otherwise).
- Financial Interest: Anything of non-trivial monetary value, including, but not limited to, pay, commission, consultancy fees, equity interests, forgiveness of debt, property, royalties, intellectual property rights, gifts, discount, hospitality and services.
- Non-financial interest: This includes, but is not limited to, enhancement of a career, education or professional reputation, access to privileged information or facilities.
- Relationship interest: A partner, a close personal friend and any other person with whom the member has a relationship which is likely to appear to a reasonable person to influence his/her objectivity.

Any member or any connected person of such member may not conduct business, either directly or indirectly with Nelson Mandela University in the event of there being a conflict of interest, unless the approval of MANCO is obtained, and MANCO having considered the following facts:

- the goods, products or services offered are unique;
- the supplier is the sole provider; and
- it is in the best interest of Nelson Mandela University to conduct such business.

Council members, members of sub committees of council and incumbents falling within peromnes level 1 – 4, may not conduct any business directly or indirectly with the Nelson Mandela University irrespective of whether a conflict of interest exists or not, due to the nature of the positions they occupy.

Any person who has transgressed the paragraphs above will in future, without prejudice to any other remedy or recourse which the Nelson Mandela University may be excluded from rendering goods and services to the Nelson Mandela University.

**Please complete the document below to ensure compliance.**

Connected Person - A person is deemed to be a “Connected Person” using the consanguinity and affinity linear diagrams and being within four degrees of connectivity.

Member - Any person permanently employed or under contract to the University, registered students, council members, members of sub committees of council as well as any other persons engaged in activities on behalf of the University.

No, I am not connected.

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Position in your company: \_\_\_\_\_

Date: \_\_\_\_\_

Yes, I am connected.

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Position in your company: \_\_\_\_\_

Date: \_\_\_\_\_

Other particulars:

\_\_\_\_\_

\_\_\_\_\_

Linear Consanguinity Diagram	Please indicate with tick ✓
<b>4<sup>th</sup> Degree</b>	
Great Great Grandparents	
Great Aunt/Uncle	
First Cousin	
Great Nephew/Niece	
<b>3<sup>rd</sup> Degree</b>	
Great Grandparents	
Aunt/Uncle	
Nephew/Niece	
Great Grandchild	
<b>2<sup>nd</sup> Degree</b>	
Grandparent	
Brother/Sister	
Grandchild	
<b>1<sup>st</sup> Degree</b>	
Parent	
Child	
<b>MEMBER (As defined above)</b>	

Linear Affinity Diagram	Please indicate with tick ✓
<b>MEMBER (As defined above)</b>	
<b>1<sup>st</sup> Degree</b>	
Spouse	
<b>2<sup>nd</sup> Degree</b>	
Parent-in-law	
Daughter/Son-in-law	
<b>3<sup>rd</sup> Degree</b>	
Grandparent-in-law	
Brother/Sister-in-law	
Grandchild-in-law	
<b>4<sup>th</sup> Degree</b>	
Great Grandparents-in-law	
Aunt/Uncle-in-law	
First Cousin-in-law	
Niece/Nephew-in-law	
Great Grandchild-in-law	

Please provide us with the person's name and surname as indicated above:

Name of staff member/connected person	Relationship

I the undersigned (name) \_\_\_\_\_ certifies that the information furnished above is correct.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_