



Conflict of Interest Policy

Digital Al-Jazari for Artificial Intelligence & Research Innovation (AI&RI)

Integrity • Transparency • Objectivity • Accountability

1. Purpose

This policy sets out clear rules to prevent, identify, disclose, and manage conflicts of interest. It ensures that decisions and actions taken on behalf of Digital Al-Jazari are fair, impartial, and aligned with the organization’s mission and public trust obligations.

2. Scope

This policy applies to members of governance bodies, directors, staff, researchers, consultants, reviewers, jury/committee members, volunteers, and any person acting for or representing Digital Al-Jazari.

3. Definitions

A conflict of interest exists when a personal, financial, professional, or institutional interest could influence—or reasonably appear to influence—an individual’s judgment, independence, or decision-making.

Conflicts may be: (a) Actual, (b) Potential, or (c) Perceived. All three must be treated seriously.

Common examples include:

- Participating in a decision that affects a family member or close associate.
- Holding a financial interest in a vendor, contractor, or partner.
- Serving on an awards or review panel where you have a competing interest.
- Using confidential information for personal or external benefit.

4. Disclosure Requirements

All covered individuals must disclose conflicts promptly and in writing, including at the start of any committee/jury assignment, procurement process, funding decision, partnership negotiation, or evaluation.

5. Non-Benefit, Confidentiality, and Recusal

No one may use their role for personal gain. Individuals with a declared conflict must recuse themselves from related discussions, evaluations, scoring, recommendations, voting, or procurement decisions. Confidential information obtained through the organization must never be used for private advantage.

6. Oversight and Management

Disclosures are reviewed by the designated governance/ethics authority. Appropriate mitigation measures may include: recusal, reassignment of responsibilities, enhanced supervision, or termination of the conflicted engagement.

7. Compliance and Consequences

Failure to disclose or manage conflicts may lead to corrective action, including removal from a role, termination of engagement, reporting to relevant parties when required, and any other measures consistent with organizational rules and applicable law.

Adopted by	Digital Al-Jazari (AI&RI)
Effective date	2026

Management Sign- Off and Seal

The undersigned approve and authorize this administrative snapshot for donor/partner reporting and transparency purposes.

Name / Title	Signature	Date
Prof. Dr. Ahmad Al- Nuaimi General Director / Authorized Signatory		31 December 2025
Dr. Insaf Bader Administrative Director / Finance Oversight		31 December 2025
Official Seal / Stamp		