



Announcement of the Office of Academic Support and Services

Subject: Conflict of Interest Prevention Policy for Office of Academic Support and Services Personnel For the Fiscal Year 2024

.....

Whereas the Office of Academic Support and Services of Sisaket Rajabhat University is aware that part of the problem of corruption and misconduct by government officials arises from conflicts between personal interests and public interests, or so-called "conflicts of interest", which are not limited to just money or assets, but also include other non-monetary benefits. Therefore, to prevent conflicts of interest related to the performance of duties by personnel, which would cause the core interests of the Office to be lost, whether financial interests, resources, service quality, fairness, or other values;

By the resolution of the Office of Academic Support and Services Administration Committee in the 6/2023 meeting on September 22, 2023, this Announcement on the Conflict of Interest Prevention Policy for Office Personnel is issued to set guidelines for preventing conflicts of interest, with the following key practices:

1. Office personnel must not exploit their positions for any personal benefits, or take advantage of duties to receive, solicit or accept any benefits for themselves, family members, associates, the Office's interests, or interests of those related to the Office. Personnel must perform duties transparently and be ready for audits by the university or relevant agencies at all times.
2. Office personnel must not give any gifts, presents or other benefits, monetary or otherwise, in order to obtain appointments, promotions, positions or special favors, nor assist family members or associates in obtaining such appointments, promotions, positions or special favors.
3. Office personnel are prohibited from using any university property or information for personal benefit or gain for themselves or others.
4. Office personnel are prohibited from using university working hours to perform duties other than assigned work.

5. Supervisors at all levels are prohibited from any actions that deprive subordinates of monetary, asset or other benefits.

6. Supervisors at all levels are prohibited from deducting or collecting any fees from subordinates for procuring customary gifts or on any occasions for themselves, family members, other supervisors or their family members.

7. Office personnel must check themselves and report to their supervisors any stakes, relationships with stakeholders, and conflicts of interest in the matters they are handling.

8. Office personnel must not ignore or turn a blind eye when observing actions that constitute conflicts of interest by other Office personnel. Personnel witnessing such actions must report to their supervisors, stating the name, position and details of the perpetrator's actions, date, time, location, and provide witness information (if any) for fact verification purposes. The whistleblower's name may or may not be stated.

In cases where external parties witness actions constituting conflicts of interest by Office personnel, they should report the details to the Office Director, stating the perpetrator's name, position, date, time, location, details of actions, and witness information (if any) for fact verification purposes. The whistleblower's name may or may not be stated.

9. Any Office personnel accused of conflicts of interest will be subject to disciplinary action.

Supervisors at all levels have the duty to strictly control and ensure subordinates' compliance with this policy.

If a supervisor neglects their duty, causing subordinates to violate or fail to comply with this policy, that supervisor shall be considered involved or complicit in the violations, and be subject to disciplinary action by higher supervisors.

10. The Office Administration Committee is responsible for overseeing compliance with this policy.

11. The Office Director shall monitor the effectiveness of and regularly review the appropriateness and assess the implementation of this policy.

Announced on September 22, 2023

Athichart B.

(Assistant Professor Athichart Boonyotying)

Director of the Office of Academic Support and Services