

# CONFLICT OF INTEREST POLICY

## **I. Conflict of Interest**

Conflict of Interest Policy refers to any case where an employee's personal interest might contradict the interest of the Organization they work for. This is an unwanted circumstance as it may have heavy implications on the employee's judgement and commitment to the Organization, and by extension to the realization of its goals.

This policy will outline the rules regarding conflict of interest and the responsibilities of employees and the Organization in resolving any such discrepancies.

## **II. Scope**

The Conflict of Interest policy applies to all prospective or current employees of the Organization, as well as independent contractors and persons acting on behalf of the Organization.

## **III. Policy elements**

The relationship of the Organization with its employees should be based on mutual trust. As the Organization is committed to preserve the interests of people under its employment, it expects them to act only towards its own fundamental interests.

Conflict of interest may occur whenever an employee's interest in a particular subject may lead them to actions, activities or relationships that conflict with the Organization's Objective, reputation etc.

## **IV. What is an employee conflict of interest?**

This situation may take many different forms that include, but are not limited to, conflict of interest examples:

- i. Employees' ability to use their position with the Organisation to their personal advantage
- ii. Employees engaging in activities that will bring direct or indirect profit to other external sources, in which the employee could also be a beneficiary/non-beneficiary
- iii. Employees using connections obtained through the Organisation for their own personal objectives
- iv. Employees using Organisation resources or means to support external reasons for profit/nonprofit reasons

- v. Employees acting in ways that may compromise the Organisation's legality (e.g. taking bribes or bribing representatives of legal authorities)

The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when an employee understands or suspects that a conflict of interest exists, they should bring this matter to the attention of management so corrective actions may be taken. Supervisors must also keep an eye on potential conflict of interests of their subordinates.

The responsibility of resolving a conflict of interest starts from the immediate supervisor and may reach Senior Management. All conflicts of interest will be resolved as fairly as possible. Senior Management has the responsibility of the final decision when a solution cannot be found.

In general, employees are advised to refrain from letting personal and/or financial interests and external activities come into opposition with the Organization's fundamental interests.