

Conflict-of-Interest Policy: Partner

Statement of Policy

This policy is intended to serve as a guideline for the Governing Body and maybe subject to modifications by the Governing Body based on the organisational growth, needs and context.

It is in the best interest of organisation to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. It is designed to help trustees, officers, employees and volunteers of organisation identify situations that present potential conflicts of interest and to provide a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency.

A conflict of interest is defined as an actual or perceived interest by a (staff member/trustee) in an action that results in, or has the appearance of resulting in, personal, organisational, or professional gain as a direct result of her/his association with the organisation.

Decisions taken by anyone in the organisation (including staff, trustees, volunteers, etc.) which are likely to result in benefit to the organisation but also result in personal benefit to the persons participating in that decision making process are likely to lead to a conflict of interest.

All staff, volunteers and trustees of the organisation will strive to avoid any conflict of interest between the interests of the organisation on the one hand, and personal, professional, and business interests on the other.

The purpose of this policy is to protect the integrity of the organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and board members.

Examples of conflicts of interest include:

1. A Governing Body member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
2. A Governing Body member who is also on the board of another organisation that is competing for the same funding.
3. A Governing Body who has stake in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each Governing Body will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the trustee's best interests or a conflict between the best interests of two organisations that the trustee is involved with.

Disclosure Policy and Procedure

1. Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

- a. The conflict of interest is fully disclosed
 - b. The person with the conflict of interest is not involved in any discussion or decision in this regard
 - c. There is a comparable quote or valuation; and
 - d. The [Governing Body or a duly constituted committee] has determined that the transaction is in the best interest of the organisation.
2. Disclosure involving members should be made to the entire Governing Body and documented.
 3. The [Governing Body or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorised as just, fair and reasonable. The decision of the Governing Body on these matters will rest in their sole discretion, and their concern must be the welfare of the organisation and the advancement of its mission.
 4. All decisions made by Governing Body on such matters shall be minuted and filed.
 5. This policy document must be read and understood by all Governing Body members upon the start of office.
 6. Any disclosure of interest made by Governing Body members where they may be involved in a potentially conflicting situation(s), must be minuted, filed and updated appropriately by all specified parties.
 7. The Conflict of Interest Statement (format below) should be prepared and submitted at the first board meeting in the financial year. The statement and disclosure should be updated once annually after that at the first Board meeting of the financial year. If there are no changes, then the previous year's disclosure statement should be signed, dated afresh and submitted again.

4. Conflict of Interest Statement for the Trustees/Officers (Partner)

I, a Governing Body Member/ Officer of New Alipore Praajak Development Society fully endorse and agree with the Organisation's Conflict of Interest Policy.

1. No Governing Body member, or any of its Committees, or an Officer shall derive any personal profit or gain, monetary or material, directly or indirectly, through their participation in organisation's activities, except for reasonable remuneration for services actually provided to the organisation, after suitable Governing Body approval and disclosure of the amounts paid as a note in the audited accounts.
2. Each Governing Body Member / Officer shall disclose to the Governing Body any personal interest, which he or she may have in any matter being discussed by the Governing Body and shall refrain from voting on the decision.
3. Every Governing Body Member / Officer will disclose to the Governing Body their affiliations, be it any capacity, with all other agencies and organisations.
4. No Governing Body Member/ Officer shall obtain/use contacts and references from organisation to further their own personal business or the business of the other organisations that they may be affiliated with.

I confirm that I am directly related to the following individuals by birth or marriage (parents, children, siblings, first cousins, in-laws):

Full Name	Relationship	Organisations where interested as Employee/ Owner/ Partner/ Director/ Trustee/ Member etc.
1		
2		
3		
4		
5		
6		

At this time, I am a Governing Body member, Committee member, founder, Owner, Partner, Shareholder or an employee of the following organizations:

1. _____
2. _____
3. _____

This is to certify that I, except as described below, am not now nor at any time during my trusteeship / employment as Officer have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with organisation which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organisation engaged in any transaction with organisation

Any exceptions to 1 or 2 above are given below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with organisation.

Signature:

Name:

Date: