



Conflict of Interest Management Policy

Version 2, Effective from January 01, 2022

RISDA-Bangladesh

Registered Office: House # 18, Road # 1, Block # B, Section # 6, Mirpur, Dhaka-1216

Permanent Office: 26/2, Kaliakoir, Birulia, Savar, Dhaka

Phone # +88-02-48033958-9, Cell: 01552 350687

Email: info@risda.org.bd, risda.bangladesh@yahoo.com,

Website: www.risda.org.bd

Table of Contents

1. Policy Statement:.....	1
2. Purpose:.....	1
3. Definition of 'Conflict of Interest' and Other Relevant Terms:.....	1
4. Compliance Requirement:	4
5. Scope of the Policy:.....	4
6. Disclosure of the Conflict of Interest:	4
7. Record Preservation:.....	4
8. Action After Disclosure:	4
9. Response to Non-Compliance:	5
10. Training:.....	5
11. Annexes:.....	6
Annex-11.1: Conflict of Interest Disclosure Form:.....	6
Annex-11.2: Conflict of Interest Disclosure Form for the Tender Evaluation Committee:	7
Annex-11.3: Recruitment Conflict of Interest Disclosure Form:.....	8

1. Policy Statement:

RISDA-Bangladesh (“the Organisation”), is committed to transparent and accountable behaviors and practices in its all actions in compliance with the Conflict-of-Interest Management Policy (the “Policy”) together with other relevant policies. The organization is also committed to complying with donors’ requirements in managing conflicts of interest in its financed projects. The policy, along with other policies, governs the conduct of the organization’s operations as a national NGO in Bangladesh.

The organization is fully committed to instilling a strong accountable and transparent Conflict-of-Interest management policy to fulfil its Vision and Mission.

2. Purpose:

The purpose of the policy is to provide organizational guidance to the relevant entities (staff and volunteers) in identifying and fighting actual and potential conflicts of interest with a view to establishing good governance in the organization’s all operations and practices through accountability, transparency and integrity.

3. Definition of ‘Conflict of Interest’ and Other Relevant Terms:

It is expected that all entities (staff and volunteers) have a responsibility to avoid or minimize the Conflicts of Interest and inform the Executive Director when those Conflicts of Interest arise. So, to respond appropriately and in a timely manner to the conflicting issues, all entities must know the definition of the terms along with the dealing process.

3.1 Conflict of Interest: Conflict of Interest is a situation in which an entity/person (staff or volunteer in the organization) gains personal benefits from actions or decisions made in his or her official capacity. Conflict of Interest serves the personal interests that involve working against the best interest of the organization. In a Conflict-of-Interest situation, the entity’s obligation to the impartial and objective exercise of his/her professional roles is compromised and the organization faces losses including financial or reputational ones.

The Conflict of Interest may be actual or potential/perceived. Actual Conflict of Interest is a situation in which an entity actually confronts the interests of the organization. On the other hand, a potential/perceived Conflict of Interest is a situation in which an entity does not confront presently with the organizational interests but can pose threat to the interests of the organization.

3.2 Personal Interest: Personal interest includes, but is not limited to, business, commercial interests as well as the relationship, career interest. Personal interest may be financial or non-financial.

3.3 Entity: An entity refers to a staff or a volunteer. An entity belongs to the organization (MHI, BD).

3.3 Best Interest of the Organization: Best interest of the organization includes defending the organization’s financial and non-financial interests in support of its integrity and mission of public confidence and trust in it.

3.4 Non-exhaustive ‘List of Conflicts of Interest and Provisions’: Organization’s list of actual or potential Conflicts of Interest and related provisions, are as follows. After disclosure of the Conflict(s) of Interest, the organization based on the merits of the conflicting situation(s), decides the next course of actions- keeping the entity apart from the engagement, allowing the entity’s engagement on special arrangements, taking disciplinary actions.

3.4.1 Conflicting Situation: When an entity or his/her family member has a connection to and/or significant financial interest in another party which does or seeks to do business with the organization.

Provision: The entity must make full disclosure of the actual or potential Conflict of Interest. On the other hand, the family member(s) also disclose all information related to the Conflict of Interest to do business with the organization. The authority concerned, based on the disclosure of the Conflict of Interest, will decide on the possibility of the business and next procedures if allowed to do business. Executive Director will also decide regarding involvement of the entity in case of business of this sort.

3.4.2 Conflicting Situation: When an entity engages in an independent business or devotes to another organization that prevents him/her from devoting the time and effort to the organization required by his or her position.

Provision: The organization does not allow any entity to do job with another organization simultaneously. The entity can run a business of its own but can not divert his/her official working hours to his/her private business. In case of allocating official working hours for private business may result in administrative measures.

3.4.3 Conflicting Situation: When more than one family member work for the organization.

Provision: More than one family member is entitled to be employed by the organization. But the organization will recruit, hire and compensate in compliance with its Human Resource (HR) Policy. The persons, both already-employed and willing-to-be-employed, must disclose the information. The person-already-employed, will not influence the recruitment process. If the person-already-employed works in HR Section, the management will keep him/her away from the whole gamut of the recruiting process.

An entity must not directly supervise another who is from the same family or who has family relationship. One can supervise the other if prior written approval is granted by the authority concerned. Any entity in discharging his/her official duties with the co-employee (who is a family member), must maintain strict professional standards in the office settings.

3.4.4 Conflicting Situation: When an entity is a relative or intimate friend of a manager who makes decisions on job responsibilities, pay and promotions relating to that entity.

Provision: In the case of the above scenario, the management will delegate authority to another senior person in place of the manager.

3.4.5 Conflicting Situation: When an entity uses confidential information acquired as a result of his/her position within the organization to further personal interests.

Provision: The entity must not use any confidential information of the organization for personal interests/gains. Any violation to this provision will be subject to disciplinary action.

3.4.6 Conflicting Situation: When an entity diverts a business opportunity of the organization to another person or organization.

Provision: The entity must not deprive the organization of any business opportunity to benefit the other. Any violation to this provision will be subject to disciplinary action.

3.4.7 Conflicting Situation: When an entity provides advice to or is involved in an organization

which competes for donor funding with the organization.

Provision: The entity must not practice such type of action. Any violation to this provision will be subject to disciplinary action.

3.4.8 Conflicting Situation: When an entity accepts gifts, gratuities or favours from a person, body, enterprise or association engaged in or wishing to engage in transactions with the organization.

Provision: An entity must not accept gift, gratuity or favour which gives an impression that s/he has an intention of influencing the transaction(s) in terms of material or financial gains. In case of receiving gift, the Gift Policy of the organization will be applicable. Exception to this provision applies in case of minor or customary gifts, gratuities or favours stated in the Anti-Corruption and Anti-Bribery Policy of the organization.

3.4.9 Conflicting Situation: When an entity uses his/her position to help a person or body, enterprise or association in dealings with the organization. Particularly when the entity is in a position to influence major decisions, is responsible for review, negotiation and approval of the grants or contracts. When this sort of undue favours destroys level-playing field for competitive persons, bodies, enterprises or associations.

Provision: The entity must not leak out the organizational confidential information to other(s). Any violation to this provision will be subject to disciplinary action.

3.4.10 Conflicting Situation: When an entity is engaged in or begins a romantic or sexual relationship with someone from inside or outside. When that entity is or may reasonably be expected to be in a position to exercise authority over the person;

Provision: The entity must not develop such unethical romantic or sexual relationship. Any violation to this provision will be subject to disciplinary action including dismissal from the job.

3.4.11 Conflicting Situation: When an entity uses or allows to be used, directly or indirectly, the organization's property, goods or services for activities other than those approved by the organization for his/her own advantage or benefit.

Provision: This sort of illicit practice is strictly prohibited in the organization. Any violation to this provision will be subject to disciplinary action including dismissal from the job along with legal action.

3.4.12 Conflicting Situation: When an entity is participating in social or political activities.

Provision: An entity preserves the right to participation freely in religious activities but does not deserve participation in ultra-religious activities. The entity preserves to participate in social activities if his/her involvement does not hamper smooth official performance. The entity holds the right to participate in political activities but s/he does not deserve the right to participate in elections of any sort.

3.4.13 Conflicting Situation: When an entity performs works of misrepresenting, withholding, or falsifying relevant information required to be reported to external parties or used internally for decision-making purposes, in order to derive personal benefits.

Provision: The entity must not practice works of distortion of organizational data and information. Any violation to this provision will be subject to disciplinary action including dismissal from the job along with legal action.

3.4.14 Conflicting Situation: When an entity hand over any confidential document for money or other sort of personal gain to the other organization(s) or individual(s).

Provision: This sort of malpractice is strictly prohibited. The organization can resort to administrative action.

4. Compliance Requirement:

The policy must be considered together with other relevant policies of the organization- Code of Conduct, Data Protection Policy, Anti-Fraud, Anti-Bribery and Anti-Corruption Policy, Counter-Terrorism and Extremism Policy, Gift Policy, Child Protection Policy under its institutional governance framework.

5. Scope of the Policy:

This policy applies to any member of the Executive Committee, any staff and any volunteer (the entity). This policy also applies to all family members or close relatives of them. Any entity irrespective of position held, must disclose his/her Conflict of Interest to the organization.

6. Disclosure of the Conflict of Interest:

All conflicts of Interest concerning any entity (or the family member or the close relative of that entity) must be disclosed to the immediate supervisor once in a year.

The disclosure will be completed through filling up a 'Disclosure Form' within 30 days of joining the organization. Whenever any significant change in appointment or circumstances occurs, the entity will revise the list of conflicting issues and submit to the immediate supervisor.

All the filled-out disclosure form will be submitted in confidentiality and only responsible person(s) will have access to those. Please see **Annex-11.1: Conflict of Interest Disclosure Form, Annex-11.2: Conflict of Interest Disclosure Form for the Tender Evaluation Committee and Annex-11.3: Recruitment Conflict of Interest Disclosure Form.**

If any entity possesses doubt about any situation of Conflict of Interest, s/he can consult with the immediate supervisor before being engaged. Even supervisor can consult the Executive Director for information related to dubious situation.

If the course of actions set out in the disclosure form does not satisfy any entity, s/he will consult the Executive Director for agreed consensus.

All filled-out disclosure forms will be kept on file in charge of the HR department. The processed data and information in the Conflict-of-Interest Declaration Form will be protected under Data Protection Policy of the organization. The data will not be used for any vindictive purpose.

7. Record Preservation:

All filled-out disclosure forms along with other related documents will be preserved for 3 years under Data Preservation Policy of the organization. The retention period can be longer if a lawsuit or audit or other action delays the expiration of the 3-year period.

8. Action After Disclosure:

If any Conflict of Interest arises, it necessarily does not mean that the entities have nothing to do.

Rather the organization for such situations possesses provisions.

If an entity discloses Conflicts of Interest, s/he must hold back himself/herself from the action of transaction. S/he must not attend staff, EC or other meetings having agenda of such transaction. If s/he holds information regarding the transaction, s/he must not discuss about the transaction to colleagues. S/he can participate in other deliberations rather than that specific one relating transaction.

The Executive Director guided by the Executive Committee can waive all or part of the requirements if it is believed that the entity's participation will not put the organization at risk.

In most cases, holding a part of the entity with disclosed Conflict of Interest is sufficient to proceed the work on.

9. Response to Non-Compliance:

If any entity fails to comply with this policy, s/he may be subject to the organization's disciplinary proceedings including dismissal.

10. Training:

The HR Section will keep all entities informed and aware of the Conflict-of-Interest Management Policy through short orientation session. This inductive orientation session will be conducted by the 10 days of the recruitment of the entity. S/he will be re-oriented at list every four years thereafter. The responsibility of orientation session will be vested upon the HR and Admin section.

11. Annexes:

Annex-11.1: Conflict of Interest Disclosure Form:

Date: _____

Name: _____

Position (staff/volunteer/EC member): _____

I declare my stance below regarding relationships, transactions, positions, or circumstances on Conflict of Interest between the organization and my personal interests, financial or otherwise:

A. I have no conflict of interest to report*

B. I have the following conflict of interest to report in detailed*:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

I have reviewed and agree to abide by the organization's Conflict of Interest Policy.

Signature: _____ Date: _____

Note-1 on *: Please put Tick Mark (✓) or Cross Mark (x) in the box against A. If A demands Cross Mark (x), then proceed with B.

Note-2: Additional Pages can be added if needed for B.

Annex-11.2: Conflict of Interest Disclosure Form for the Tender Evaluation Committee:

I, the undersigned, hereby declare that I agree to participate in the tender evaluation committee of the procurement of the organization.

By making this declaration, I confirm that I shall execute my responsibilities impartially and objectively. I also declare that I am independent of all parties who are in the tender process for winning the bid floated for procurement of the organization.

I declare in my capacity that there are no facts or circumstances that could arise conflict of interest in the foreseeable future for me. If my biasness towards any contesting party exists or discovered, I assure that I will declare it without delay and withdraw myself from participation in the evaluation process.

I declare that I have not been employed by any of the Tenderers in the past.

I agree to hold in trust and confidence any information or documents disclosed to me, discovered by me or prepared by me in the course of the evaluation process and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party.

Name	Signature	Date	Name	Signature	Date
Name	Signature	Date	Name	Signature	Date
Name	Signature	Date	Name	Signature	Date

Annex-11.3: Recruitment Conflict of Interest Disclosure Form:

Vacancy _____

Date: _____

Name: _____

Position (employee/volunteer/EC member): _____

I declare my stance regarding any relationships, transactions, positions, or circumstances of my conflict of interest in relation to the recruitment of the above vacancy.

A. I have no conflict of interest to report*

B. I have the following conflict of interest to report in detail*:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

I have reviewed, and agree to abide by, the organization's Conflict of Interest Policy.

Signature: _____ Date: _____

Note-1 on *: Please put Tick Mark (✓) or Cross Mark (x) in the box against A. If A demands Cross Mark (x), then proceed with B.

Note-2: Additional Pages can be added if needed for B.