



SAMARTHAN-CENTRE FOR DEVELOPMENT SUPPORT

Conflict of Interest Policy

Samarthan-Centre for Development Support is committed to conducting activities in a manner that ensures organisational decision making is not influenced by undue personal interests. When personal interests of the Board of Trustees, staff or donor either influence, have the potential to influence, or are perceived to influence their decision making at Samarthan, a conflict of interest situation results.

This Policy explains the relevant principles and rules for preventing or managing conflicts of interest and how such principles and rules are to be implemented.

1. Defining conflict of interest: A conflict of interest arises when a Board of Trustee or staff member has a personal interest that conflicts with the interests of Samarthan-Centre for Development Support or arise in situations where a board/staff member has divided loyalties (also known as a “duality of interest”). Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in Samarthan's decision-making process. Both results are damaging to Samarthan and are to be avoided.

2. Affected parties : Typically persons who are affected by a conflict of interest policy are the Organization's board members, managers, officers, and senior staff. In some cases a major donor could also be in a conflict situation. Samarthan takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

3. Disclosure of Conflicts. Board members and senior staff will annually disclose and promptly update any disclosures previously made [Treasurer of the board] on a "***Conflict of Interest Disclosure Form***" mentioned below, that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations.

Board and staff are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to their Supervisor/Director and board members should disclose to the Board/Chairman of the board as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

4. Procedures to manage conflicts. For each interest disclosed, the full board, or the Executive Director or the Chairman of the board, as appropriate, will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (c) refrain from taking action and otherwise avoid the

conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

- When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.
- In some cases the person with the conflict may be asked to recue him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
- In all cases, decisions involving a conflict will be made only by disinterested persons
- The fact that a conflict was managed and the outcome will be documented in the minutes of board meetings if the conflict was related to a board member, and reported by the Executive Director to the Board/Treasurer of the board/other appropriate committee of the board (e.g., Finance committee) if the conflict was related to a staff member.
- The Executive Director will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.

Basic Conflict of Interest Disclosure Form

Date: _____

Name: _____

Position (employee/volunteer/trustee): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Samarthan-Centre for Development Support and your personal interests, financial or otherwise:

I, Mr/Ms.have no conflict of interest to report

I, Mr/Ms.....have the following conflict of interest to report (please specify other non profit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

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 Policy of Conflict of Interest of Samarthan.

Signature: _____

Date: _____