



CONFLICT OF INTEREST

POLICY

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A- Who does this policy apply to

This policy applies to:

- All staffs
- Consultants, volunteers and interns
- External advisers

B- What is a conflict of interest?

A conflict of interest is any situation in which the personal interests of an individual or the loyalty which they owe to another organization or person, could influence, or appear to influence, a decision they make in relation to AJESH's strategy, contracts or program.

AJESH recognizes that it is inevitable that conflicts of interest will occur. The issue is not the integrity of the individual concerned, but the management of any potential to profit from a person's position in the organization or being unduly influenced by conflicting loyalties.

C- Why have a policy

Conflict of interest may create problems, they can:

- inhibit free discussion;
- result in decisions or actions that are not in the interests of AJESH or its partners; and
- risk the impression that AJESH has acted improperly.

The purpose of this policy is thus to protect AJESH, its staff and representatives, and ultimately its clients, from impropriety and any appearance of impropriety.

D- Declaration of interest

Staff members, interns, volunteers and consultants should declare their interests in connection with their role in AJESH. A declaration of interests form is provided for this purpose, listing

the types of interest that should be declared. This should be updated at least annually and also when any changes occur.

E- Decision making/managing contracts/applying for funding

Any staff member, intern, volunteer or consultant who has a financial interest in a matter under discussion, should declare the nature of their interest and withdraw from the discussion and final decision, unless they have a dispensation to speak from other members of the team.

If a staff member, intern, volunteer or consultant has any interest in the matter under discussion, which creates a real danger of bias, that is, the interest affects them, or a member of their family or household more than the generality affected by the decision, they should declare the nature of the interest and withdraw from the discussion and final decision, unless they have a dispensation to speak.

If a staff member, intern, volunteer or consultant has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may participate in the discussion and decision making.

If in any doubt about the application of these rules they should consult with their colleagues.

Such declarations and the actions taken will be recorded in the notes of the meeting. The report will record:

- The nature and extent of the conflict of interest;
- An outline of the discussion;
- The actions taken to manage the conflict of interest.

F- Gifts and hospitality

Whilst it is recognised that receiving a working lunch/dinner or attending a reception in your capacity as staff member or representative of AJESH is unlikely to be perceived as having an actual or potential influence on the conduct or behaviour of the person concerned, it is important that receipt of more substantial gifts or acts of hospitality are viewed as a benefit and should be declared and recorded.

Staff members, volunteers, interns and consultants are, therefore, advised to register any gifts or individual hospitality that they receive with a value of 50.000 (Fifty thousands) fCFA, or which can be perceived as being significant. This should be done by informing colleagues in writing. Substantial gifts will be entered on the Register of Interests. Monetary gifts should

never be accepted: the only money that AJESH staff can receive is their own salaries or per diems issued by AJESH or any fund directly transferred to account for a project.