



# **RENEW**

# **CONFLICT OF INTEREST**

# **POLICY 2020**

Approved by RENEW SMT: \_\_\_\_\_

Approved by RENEW Board: \_\_\_\_\_

# RENEW Conflict of Interest Policy 2020

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## FOR RENEW EMPLOYEES, BOARD AND VOLUNTEERS

- i. No employee, board, volunteer shall directly or indirectly engage in any personal activities or transaction with clients, suppliers or third parties, which has conflicting interest with the Organisation in any manner.
- ii. Employees are responsible for reporting potential conflicts to their department head or the ED especially during recruitment, promotion, trainings etc. The concerned employee should sign a disclosure form of conflict of interest whenever such a need arises and refrain from decision making.
- iii. Board members shall also report potential conflicts to the Organisation. The concerned board member should sign a disclosure form of conflict of interest whenever such a need arises and refrain from decision making.
- iv. Volunteers shall disclose their personal interest if any, which has conflicting interest with the Organisation in any manner. Volunteer shall sign a disclosure form of conflict of interest whenever such a need arises and refrain from decision making.
- v. Employees shall not engage in private trade and commercial activities which have conflicting interests with Organisation and thereby compromise the organizational interest.
- vi. Employees shall refrain from participation in the tender committee:
  - a. If there is a conflict of interest by way of participation of his/her spouse/dependent in the bidding process; or
  - b. If the employee concerned has a direct interest in any of the parties competing in the bid.
- vii. Employees participating as members of the tender committee shall not communicate any information to the bidders.

*Also refer to RENEW Conflict of Interest Policy in the RENEW Service Rules & Regulations Handbook 2020 for further information.*

### **Annex:**

1. RENEW Conflict of Interest Disclosure Form 2020.

**RENEW CONFLICT OF INTEREST DISCLOSURE FORM  
FOR RENEW STAFF, BOARD AND VOLUNTEERS**

A. I have read and agree to abide by RENEW *Conflict of Interest Policy*. To the best of my knowledge, I have no conflicts as described in this Policy, except those noted below or on the attached document. I also acknowledge my continuing obligation to notify RENEW of any conflict that may arise during my time as a staff member or volunteer.

Signature: ..... Date: .....

Please Print Name: .....

B. I have read and agree to abide by the above Conflict of Interest Policy. I would like to declare below the details of a conflict of interest in line with this policy:

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*Note: if more space is required for a declaration please attach as a separate document.*

Signature: ..... Date: .....

Please Print Name: .....

**RENEW Senior Management Team's (SMT) response to declaration of Conflict of Interest and decision taken:**

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Signature: ..... Date: .....

Please Print Name: .....