



# Conflict of Interest Policy

Youth for Green Action Kenya (YGAK)

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## 1. Purpose

This policy is designed to safeguard the integrity, transparency, and accountability of YGAK's operations. It ensures that all decisions and actions taken by representatives of the organization are free from undue influence and aligned with YGAK's mission and values. By identifying, disclosing, and managing conflicts of interest, YGAK promotes ethical conduct and public trust.

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## 2. Scope

This policy applies to all individuals associated with YGAK, including board members, staff, volunteers, consultants, and any other persons acting on behalf of the organization. It governs both internal and external engagements where personal interests may intersect with organizational responsibilities.

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## 3. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, professional, financial, or relational interests improperly influence, or appear to influence, their ability to perform duties impartially. Conflicts may be real, perceived, or potential. A real conflict exists when private interests directly interfere with official responsibilities. A perceived conflict occurs when it appears that private interests may be influencing decisions, regardless of whether that is true. A potential conflict refers to situations where private interests could reasonably come into conflict with official duties in the future.

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## 4. Examples of Conflicts

Conflicts of interest may include awarding contracts or grants to a business owned by a relative or close associate, showing favouritism in procurement decisions, maintaining personal or family relationships that create perceptions of bias, using YGAK resources for personal gain, sharing confidential information with unauthorized individuals, offering preferential treatment based on

religious, ethnic, or familial affiliations, or engaging in secondary employment that compromises YGAK responsibilities.

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## **5. Principles**

YGAK representatives are expected to act ethically and lawfully, placing the needs of beneficiaries, stakeholders, and the organization above personal interests. Vendors and suppliers must be selected based solely on merit, including quality, service, and cost. Representatives must withdraw from any discussion, decision, or transactions where a conflict exists or may be perceived. All conflicts must be disclosed promptly and managed fairly, transparently, and without bias. Representatives are encouraged to raise concerns with senior officers or the Board.

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## **6. Disclosure and Management**

All YGAK representatives must examine their interests and disclose any actual, perceived, or potential conflicts as soon as they become aware. Disclosures may be made orally or in writing to a trusted senior officer. Upon disclosure, the individual must recuse themselves from related decisions or votes, and the matter will be reviewed by disinterested parties. Complex or high-risk cases may be referred to the Board for further consideration. All disclosures and decisions will be documented and treated with confidentiality.

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## **7. Specific Guidelines**

Board and staff members may engage with other organizations, provided these do not compete with YGAK's core mandate or create sponsor conflicts. Any board member or trustee intending to apply for an executive role within YGAK must notify the Board in advance. No representative may commit YGAK resources without proper authority.

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## **8. Policy Breaches**

Failure to disclose or manage a conflict of interest may result in disciplinary action, including termination, legal referral, or removal from governance roles. Representatives who suspect a breach of this policy must report it to a senior officer, the Chief Executive Officer, or the Board Chair. No action will be taken against individuals who report in good faith.

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## **9. Review and Awareness**

All representatives of YGAK including board members, staff, volunteers and consultants are required to be aware of and comply with the Conflict of Interest Policy. The Board of Directors approves and periodically review the policy to ensure its effectiveness and relevance and updated as needed to reflect evolving standards and organizational growth.

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**Prepared by:**

Tunai Murunga

Policy Lead – Youth for Green Action Kenya (YGAK)

**Approved by:**

Chairperson, YGAK Board of Directors

**Date:** \_\_\_\_\_

# Declaration of Annual Disclosures

Youth for Green Action Kenya (YGAK)

Name of Representative: \_\_\_\_\_

Position/Role: \_\_\_\_\_

Date: \_\_\_\_\_

## Section A: Conflict of Interest Disclosure

I hereby declare that:

- I have read and understood the YGAK Conflict of Interest Policy.
- I am aware of my responsibility to avoid situations where my personal, financial, or professional interests may conflict with the interests of YGAK.
- I understand that conflicts may be real, perceived, or potential, and that I am required to disclose any such conflicts promptly.
- I agree to recuse myself from any decision-making processes where a conflict of interest exists or may be perceived.

☐ I have no conflicts of interest to declare.

☐ I wish to declare the following actual, potential, or perceived conflicts of interest:

Details of Conflict(s):

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## Section B: External Affiliations

Please list any external organizations, boards, or consultancies you are affiliated with that may intersect with YGAK's work or mandate:

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## Section D: Declaration and Signature

I affirm that the information provided above is accurate and complete to the best of my knowledge. I understand that failure to disclose relevant interests may result in disciplinary action. I commit to updating this declaration should any new conflict arise during the year.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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