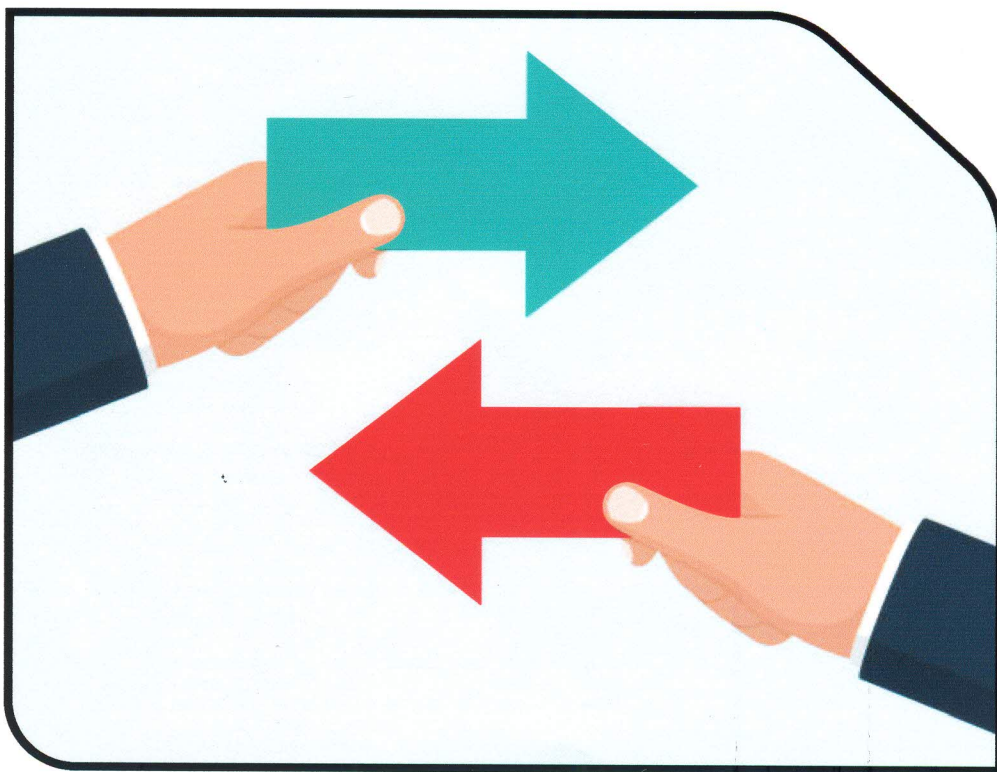


Conflict of Interest Policy



March 2019



**NGO FORUM
FOR PUBLIC HEALTH**

4/6, Block- E, Lalmatia, Dhaka-1207, Bangladesh

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4/6, Block-E, Lalmatia, Dhaka-1207**

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Table of Contents

1.	Introduction	1
2.	Purpose	2
3.	Scope	2
4.	Context	2
5.	Definitions and Examples	3
6.	Responsibility.....	3
7.	Disclosure and Management of Conflicts of Interest.....	4

Conflict of Interest Policy

1. Introduction

Consistent with NGO Forum for Public Health's (hereinafter "NGO Forum") Principles and Code of Ethics, the Executive Committee, Management and Staff have the responsibility of administering the affairs of NGO Forum honestly, and prudently, and of exercising their best care, skill and judgment for the sole interest of NGO Forum. These persons shall exercise the utmost good faith in all transactions involving their professional duties, and they shall not use their positions with or knowledge gained there from for their personal benefit. They are always expected to act loyally, impartially, objectively in discharging their official duties with highest standard of professionalism and integrity. The interests of NGO Forum must be the first priority in all decisions and actions. The Staff members shall ensure that expression of personal views and convictions does not compromise or appear to compromise the performance of their official duties or the interests of NGO Forum due to any undisclosed conflict of interest.

NGO Forum's policy is that the existence of conflict of interest shall be disclosed before any transaction is consummated. The Board, Management and Staff shall continuously securitize their transactions, outside organizational interests and relationships for potential conflicts and to immediately make such disclosures. Members of the Board of Executive Committee and staff are expected to reveal any personal, family, or business interests that they have, which, by creating a divided loyalty, could influence their judgment and hence the wisdom of decisions.

2. Purpose

This policy is based on Code of Ethics, which requires all persons acting on behalf of NGO Forum to perform their duties with the highest degree of integrity and good faith and to avoid situations that cause or that may appear to give rise to a conflict of interest. The purpose of this policy is to ensure that any conflicts of interest that do arise are promptly disclosed and properly managed.

3. Scope

This policy applies to all NGO FORUM representatives regardless of their location. NGO Forum representatives ("**Representatives**") consist of the following: employees, management, Board members, affiliates, volunteers, contractors, consultants, and individuals or organizations under short- or long-term contractual obligations and any other persons acting on behalf of NGO Forum.

4. Context

Conflicts of interest may arise where the professional or personal interests of an individual conflict – or has the potential to conflict with – the interests or activities of NGO Forum. NGO Forum Representatives are required to complete and sign the enclosed conflict of interest disclosure statement and to disclose promptly any instances where a conflict of interest may have or has arisen. This policy does not prohibit all situations in which there may be a conflict of interest. Rather, its purpose is to ensure that such situations are disclosed and managed appropriately. It is also important to note that the existence of a conflict of interest does not, by itself, automatically imply any fraudulent or corrupt practices.

5. Definitions and Examples

A conflict of interest exists if the personal or organization interests of an individual who is a Representative of NGO Forum interferes with – or has the potential to interfere with – their judgment or ability to act in the best interests of NGO FORUM. Examples of situations that could be considered as conflicts of interest include:

- Having a financial or ownership interest or decision-making influence in a company that provides goods or services to NGO Forum;
- Receiving rebates or gifts from suppliers or other partners;
- Use of confidential information for personal gain;
- Employment outside of NGO Forum in companies, organizations, or governmental bodies or other social or political commitments or activities; and
- Family members who may be or become actual suppliers, contractors, or other partners.

6. Responsibility

It is the responsibility of individuals to disclose any such situations so they can be managed effectively. Failure to notify instances of conflict of interest or a situation where a conflict of interest could arise may lead to disciplinary action. Any conflicts should be disclosed using the NGO Forum's Code of Ethics Acknowledgement and Conflict of Interest Disclosure Statement form and submitted to Human Resources.

7. Disclosure and Management of Conflicts of Interest

When a conflict of interest has the potential to arise, or has arisen, the Representative must inform her or his supervisor/manager or, for contractors, their contact at NGO Forum. The supervisor must then assess the situation and decide the appropriate measures to be taken. These may include ensuring that the Representative abstains from being directly involved in any decision-making relating to that matter. If this is not possible, or if the supervisor is uncertain as to how the situation should be handled, the supervisor should consult with her or his manager or contact the Manager, HR & Admin or the Executive Director at NGO Forum.