**HIMserve**

**Conflict of Interest**

**1.11**[**Conflict**](http://www.fundsforngos.org/category/peace-conflict-resolution/)[**Management**](http://www.fundsforngos.org/human-resource-management-2/human-resource-management-ngos/)

**1.11.1 Conflict Resolution**

Whenever a dispute arises among the staff, it shall be resolved in a constructive manner, i.e. the [solutions](http://www.fundsforngos.org/tag/solutions/) shall lead to positive changes. Employees [who](http://www.fundsforngos.org/tag/who/) feel unfairly treated or who have complaints about a situation or about working conditions should notify the Executive Director immediately.

**1.11.2 Staff Behavior**

HIMserve expects its employees to adopt attitudes and behavior that maintain the good image of the organization. Employees shall display an exemplary level of professionalism and integrity.

Furthermore, besides the usual rules every good employee needs to follow (respect, courtesy, punctuality), there are particular procedures of conduct for members of the organization which must be observed.

**(1) Political**[**Activities**](http://www.fundsforngos.org/tag/activities/)

Since HIMserve is a non-political organization, employees shall not participate in activities of a purely political nature on work premises or during working hours. It is also prohibited to use the organization’s materials for these purposes.

**(2)**[**Discrimination**](http://www.fundsforngos.org/tag/discrimination/)**and Harassment**

Under the principles established by HIMserve, no employee has the right to put pressure on another, make intimate advances, give preferential treatment, show sexual favouritism and women harassment at work.

**(3) Conflict of Interest**

To avoid putting themselves in a conflict of interest with the [objectives](http://www.fundsforngos.org/tag/objectives/) and operations pursued by HIMserve, employees shall respect the following guidelines:

1. It is prohibited to use HIMserve property for illegal or unauthorized purposes.
2. It is prohibited for any employee having confidential information to disclose it without express authorization beforehand.
3. Employees cannot at any time accept a [job](http://jobsinngos.com/) from another employer if this job interferes with their work schedule and their duties and responsibilities.
4. Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract [award](http://www.fundsforngos.org/tag/prize/).
5. Employees cannot solicit or accept tips, gifts, favors or other forms of honorarium for services rendered or required to be rendered in performing their duties within the organization during working week days.
6. Employees can not run any other organisation or company or can not involve in similar type of firm using his/her official time for the benefit of self and other organisation or company.