Conflict of Interest Policy



BANWASI VIKAS ASHRAM

NEW BARGANDA GIRIDIH , JHARKHAND , INDIA

www.bvagiridih.org

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1. Applicability

This Conflict of Interest Policy(**"this Policy"**) is applicable to all employees/staff, volunteers, consultants, trustees ,members of the Board of Trustees and members of any of the committees(**"Associates"**)of **Banwasi Vikas Ashram ("BVA"or the "Organization")**.They shall strive to avoid any conflict of interest between the interests of the Organization and the irrespective personal, financial, professional ,and business interests. Conflict of interest includes potential conflicts of interest and perceived conflicts of interest.

2. Scope

The principles set forth in this Policy are applicable to all Associates of its there fore ,the responsibility of all Associates and Third Parties to follow and adhere to all elements describe edin the Policy.

3. Purpose

3.1 The purpose of this Policy is to provide guidance to conduct/perform with professionalism ,integrity, honesty, moral and ethical standards.

3.2 This Policy is intended to protect the integrity and reputation of the Organization's decision-making process;

3.3 The Policy guides us to avoid any actual ,potential or perceived conflict between our personal interests and Organization's interests .It lays the principles forunder taking responsibilities with undivided loyalty and without any personal conflicts.

4. PolicyFramework

Conflicts of interest may arise when an Associate places his or her personal interests before the interests of the Organization. Such personal interests may exist or appear to exist (s)or entity(s)which can influence or appear to influence the objectivity or efficiency while undertaking the assigned responsibilities. Stringentscrutiny shall be applied for procurement Associates ,and other Associates who periodically requisition goods or services for **BVA**.

a) **Scenarios**

Indicativescenarios,situationsorrelationshipsthatmayleadtoactual,potential or perceived conflict of interest include (but not be limited to):

i. A member of Board of Trustees(**"Board"**)who is related to a member of staff and a decision to be taken on the staff' spay and/or employment conditions;

ii. Conducting transaction as a representative of the Organization, with an entity in which the Associate holds a financial or commercial interest. This interest may be held directly in a personal capacity or in directly via a closely related person;

iii. Accepting gifts, favors, or any thing of monetary value from **BVA** donors or vendors ,including contractors,(except for un solicited gifts of a nominal value, training ,travel, materials ,or other items provided for the benefit of **BVA**);

iv. While owingaf iduciary or the duties of loyalty to an otherentity that is partnering ,lending, donating ,investing, negotiating or otherwise transacting with **BVA** ,the Associate is engaged or can potentially influence the transaction;

v. Participate in **BVA**'s evaluation ,selection, award ,or a dministration of a contract, loan, purchase, sale, investment order, donation, or other transaction that will directly or in directly benefit Associate or their Relatives (which shall mean and includes pouse, parent, child, sibling, grandparent, grand child, uncle, aunt, cousin ,nieceor nephew of the associate or of the associate's spouse. Relatives also include" step" relationships such as step- parent, step-child and stepbrothers/sisters);

vi. Hold a financial or other commercial interest (except ownership of less than five percent of the stock of a publicly held company) or are in a position of power, authority, influence, governance or control as to any entity working with **BVA** ,its programs or related entities and you as **BVA**'s associates are engaged or potentially influence the transaction.

b) **Categories of Conflict of Interests**

Conflicts are divided into six categories:

(i) Conflict of Interest- Financial Transactions
(ii) Conflict of Interest- interest or employment
(iii) Conflict of Interest- Hiring relatives
(iv) Conflict of Interest- Promotions and Transfers
(v) Conflict of Interest- relationship/Fraternization
(vi) Conflict of Interest- Decision making process

(i) **Conflict of Interest –Financial Transactions**

Financial conflicts of interests included, but are not limited to:



- Any financial arrangement/interest or participation in the business of an actual or potential vendor or service provider of the Organization;
- If the Associateis directly or indirectly involved in the Organization's operations with the vendor/stakeholder or the industry of which the vendor or customer is apart;
- Engaging in any securities transactions which place or may potentially place the financial interests of the Associate against the financial interests of the Organization.

(ii) Conflict of Interest -Employment

- Associateis employed with another employer or engaged in an outside interest which qualifies as a conflict of interest, then Associate must choose between the Organization and the other employment or interest. To remain associated with **BVA** ,other conflicting employment or interest must be terminated;
- Associate being on the committee and/Board of, holds any function for another organization that is competing for the same funding as the Organization, he/she is privy to information or decision making that affects the way Organization's funding is allocated, or in cases that funding may be allocated to another Organization where he/she is actively involved;
- An Associate holding a direct reporting relationship with a Relative;
- Relative of a job applicant cannot participate the formally or informally indecisions of hiring, evaluation, selection process, discipline, performance appraisal, promotion or care erof relativen or attempt in any way to influence these processes;
- It is improper to place two Relatives in a professional affiliation with each other that results in compromising the Organization's assets.

(iii) Conflict of Interest –Hiring relatives

- The hiring manager must ensure that during the hiring process, all job applicants expressly declare in formation about Relatives employed in the Organization. Incase they do have a relative within the Organization then it is the responsibility of the hiring manager to ensure that employment restriction provisions are adhered to;
- Associate may refer their Relatives for vacant positions existing in the Organization at any point of time. The associates referring their Relative will be asked to specify their relationship with the referred applicant. All such applicants will go through the normal selection process.

(iv) Conflict of Interest -Promotions and Transfers

- Provisions of this Policy must be adhered to while transferring or promoting an Associate within the Organization.

(v) Conflict of Interest –Relationship/Fraternization

- Associate can not have a relationship with their manager;
- Associates in relationship can not have the same reporting Manager;

(vi) Decisions taken within the Organization with an element to Conflict of Interest

Associates to disclose any actual or perceived conflict to interest while being part of any

decision-making process and/or team. Whenever an Associate in any of the matters detained in 4.2(i)to(vi)above finds himself in a position of conflict of interest ,he/she shall not only disclose but recuse him self/her self from that process.

c) Reporting

(i) It is the obligation of every Associate to not only comply with this Policy, but to promptly report any actual or reasonably suspected violation of this Policy in them an nerestablished by the Grievance Redressal Committee .All reports will be promptly and thoroughly investigated. Associates found to have violated this Policy shall be subject to disciplinary action up to;

(ii) Information on Associates reporting violations or potential violations of this Policy shall remain confidential .Any retaliation against an Associate for reporting a violation or potential l violation of this Policy will not be to lerated and may result in disciplinary action up to and including gtermination;

(iii) Upon appointment, each Associate will make a full, written disclosure of interests, such as relationships, posts held, that could be per ceivedormay potentially result in a conflict to finterest .The written disclosure as per Annexure A will be recorded and updated as appropriate ,no later than annually;

(iv) In the course of meetings or activities, Board of Trustees shall disclose any interest(actual or potential)in a trans action or decision which may involve a conflict between the Organization `sand the trustee`s best interests .Disclosure of actual/potential conflict of interest shall be a standard a genda item at the beginning of each board meeting. Any such dis closure and the sub sequent actions taken will be duly note din the minutes;

(v) This Policy is meant to supplement good judgment and Associates should maintain its sanctity and respect tits spirit as well as its wording.

d) Due Diligence of partners

(i) Partner Organizations of **BVA** are also covered by their own Conflict of Interest policies. The **BVA** shall ,through a robust due diligence and assessment determine if partners have sufficient policies and systems in place to avoid Conflicts of Interest of any nature.

(ii) This Conflict of Interest Policy shall form an integral part of the contracts executed between**BVA** and its partners .Hence ,partner organizations must ensure strict compliance with this Policy.

5. Violations of Policy

An Associate who violates the Conflict of Interest Policy, regardless of whether financial loss to the Organization results or not ,may receive appropriate disciplinary action upto, and including termination. This shall be in addition to other legal and remedial actions a vailable to the Organization under applicable law.

6. Exceptions and Review of Policy

6.1 Any deviations from this Policy require approval from the Management Committee.

6.2 The Organization reserves the right to modify and/or review the provisions of this Policy from time to time ,in order to comply with applicable legal requirements or internal policies ,to the extent necessary.

This policy was unanimously confirmed in the BVA Executive Committee meeting on dated 24/04/2023. And this policy was adopted.



Suresh Kumar Shakti

Secretary

Banwasi Vikas Ashram

ANNEXURE- A

BANWASI VIKAS ASHRAM , New Barganda , Giridih, Jharkhand

CONFLICTOF INTERESTDECLARATION

I,[Complete Name, address ,contact details, designation in the Organization(where applicable)]hereby certify that I have read and understood the contents of the Conflict of Interest Policy and hence this declaration. I confirm that I will adhere to the Conflict of Interest Policy that requires me to declare an actual or potential conflict to finterest to[__.

I further acknowledge that I am obliged to raise/communicate any conflict of interest I may be aware of amongs to the members of the Organization to safeguard[_____]'s reputation and ensure compliance as per the Code of Conduct and Ethical Behavior.

Incompliance with the Conflict of Interest Policy, I declare as follows for the current year:

(Tick the item that applies)

I do not have any foresee enable conflict of interest that relates to the functions and operations of the Organization

I hold a conflict of interest

<u>This section of the Form to be filled in case of disclosure of Conflict (as ticked above)</u>

Iunderstandthatitismyobligationtomakethisdeclarationofallconflictsandpotential conflicts of interests to the Organization .I would like to declare an existing or potential conflict to finterests ituation arising during the discharge of my duties at[_____].The details are as follows:

Name of party/ individual with whom I may have a director in direct potential relationship:

_____

Details of my relationship with the party:

_____

(This may include details of any Relatives as per the Conflict of Interest Policy such as family relationship such a brother, sister etc., including family member employed in the entity, or a commercial interest such as loans/share holding, board member ship, vested or contractual relation ship such as employment, etc.)

Relationship of the conflicted party with [_____]:

_____

_____(This may include relationships such as vendor, partner ,funding agency, contractor, consultant, or competitor. In case of a non-roll employee within [_____] please provide their designation, function and location)

Any other details:

_____

By signing this declaration, lack knowledge that the information provide by me is true to the best of my knowledge.

Name: Associate ID: Department: Designation: Signature: Place:

Date: