

Conflict of Interest Policy



Shakti Organisation
Catalysing Sustainable Development

Housing Board Colony, Po./Dist.-Rayagada, Orissa, Pin-765 001
Phone/Fax No.- 06856-225762,
e-mail-info@shaktiorg.com, Web.-www.shaktiorg.com
<http://shaktiorg.blogspot.in/>

SHAKTI' Conflict of Interest Policy

Policy and Procedures: SHAKTI Conflict of Interest Policy for Staff and Board Members

Preamble

These guidelines, in the form of a policy are in addition to the SHAKTI finance policy. It is important that Staff/Board Members be seen always to place the interests of SHAKTI above their own interests when engaged in SHAKTI business. The following points are intended to provide guidance for the SHAKTI Board and for individual staff/Board members in cases where real, apparent, or potential conflicts of interest may arise.

Definition

Conflicts of interest include situations:

- where staff/Board Members' private or business affairs or financial interests are in conflict with their duties and responsibilities or result in a perception that a conflict exists;
- where a staff/Board Members' actions compromise or undermine the trust which the public, other stakeholders (including donors and government partners) and members place in SHAKTI; and
- which could impair or appear to impair the staff/Board members; abilities to act in SHAKTI's interest.

These guidelines extend to include '*associated parties*' of the staff/Board member. Associated parties are defined as: Spouse, parents, brothers, sisters and children of the staff/Board member as well as persons with whom the staff/Board member has or has had marital, intimate, significant business, financial or other similar kind of close personal relationship.

Guidelines

The following guidelines direct all actions and decisions regarding potential and actual conflict of interest in activities sponsored or supported by SHAKTI. These principles apply to both for-profit and not-for-profit activities.

- the staff/Board members act in the best interests of the members of SHAKTI;
- the staff/Board members not participate in decisions from which they could benefit financially or materially;
- the staff/Board members regard benefits accruing to associated parties as if the staff/Board member in question were to benefit;

the staff/Board members not use their positions or information obtained there from to provide an unfair advantage to themselves, including cases involving grants for funding and other approvals and appointments.

Types of Conflict of Interest

- Self-dealing: In the staff/Board members role, the individual makes decisions that financially or materially affect them as a private citizen or any associated parties.
- Accepting benefits: In the staff/Board members role, the staff/Board member accepts substantial gifts, bribes, services, or other significant benefits that may be perceived to influence the staff/Board member.
- Influence peddling: The staff/Board member accepts benefits in exchange for exerting influence or giving preferential treatment to the giver of the benefit.
- Using confidential information: The staff/Board member uses confidential information acquired because of SHAKTI work for private gain.
- Post-appointment: Confidential information that has been gained in the staff/Board members' role is used for private advantage after leaving SHAKTI.

Procedure when a Conflict of Interest Arises

1. It is the responsibility of each staff/Board member to immediately disclose in writing to the President of SHAKTI the existence of any conflict of interest.
2. Staff/Board members must withdraw from participation in any way in decisions in which they have a financial or material interest.
3. Staff/Board members who are in a conflict of interest shall absent themselves without comment prior to any discussion or voting in respect of the application or other issue..
4. Should a staff/Board member be found to be in conflict or interest that has not been disclosed to the Board as required in point 1 above, the Board may:
 - a) require the staff/Board member to provide full disclosure of the nature of the conflict of interest;
 - b) by special resolution remove Member from the Board or terminate employment of the Staff member as the case maybe.



General Secretary
Shakti Organisation (SSCSO)

**General Secretary,
Shakti Organisation(SSCSO)**

N.B-{this SHAKTI's Conflict of Interest Policy is approved by the Executive Body of Shakti Organisation on 29.09.2006 and came into immediate effect.}