



## Zabarang Kalyan Samity

### Policy Cover Sheet

<b>Policy Name:</b>	<b>Conflict of Interest Policy</b>
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<b>Primary person responsible for updates to this policy:</b>	Mathura Bikash Tripura
<b>Job title:</b>	Executive Director

**Circulation:** This policy has been approved by the executive committee members and is available to staff and general committee members. It is addressed to all staff members, volunteers and applies at any organizational services.

**Reviewed by:**

Mathura Bikash Tripura  
Executive Director  
Zabarang Kalyan Samity

Date: 27 July 2024

**Approved by:**

S Ananta Bikash Tripura  
Chairperson  
Zabarang Kalyan Samity

Date: 27 July 2024

## Zabarang Conflict of Interest Policy



### Zabarang Kalyan Samity

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## ZKS Conflict of Interest Policy

### Conflict of Interest

A conflict of interest arises where a staff member has an interest which conflicts (or might conflict, or might be Perceived to conflict) with the interests of ZKS.

### Type of Conflict of Interest

The following section identifies the types of conflicts which might breach this policy. If you are not sure if something might be prohibited, it is always best to check with the Programme Coordinator, Resource Coordinator or Executive Director.

#### i. Gifts and Hospitality

Before accepting any gift and benefits (Gifts and benefits can include cash, loans, entertainment, hospitality, holidays, free or discounted services and offers of food or accommodation) with a value greater than BDT 1000 (BDT one thousand), staff members should report the offer to the Resource Coordinator/Executive Director whether or not such a gift or offer of hospitality should be accepted.

#### ii. Conflicts Arising From Commitments Outside ZKS

A conflict may arise when a staff member does outside work which interferes with his obligations to ZKS such as doing consulting, part time jobs etc.

#### iii. Use of Confidential Information

Staff members should not use for their personal benefit any confidential information obtained through their involvement with ZKS. In case where ZKS owns the intellectual property, the staff member must seek advice from the Resource Coordinator or Executive Director before using that property for personal or outsider purposes.

#### iv. Personal Relationships Between Staff members

Where there is a family or personal relationship between staff members, the staff members involved should inform this to the Resource Coordinator or Executive Director. If one staff member attends a meeting where the other staff member is being assessed or discussed, the interest should be declared.

#### v. Relational Recruitment

Where a staff member has a personal or financial relationship with an applicant for a position with Zabarang, the staff member should declare that relationship to the Resource Coordinator or Executive Director. The staff member concerned should take no part in a decision as to whether or not to offer a place to applicant or advise on the nature of the offer. A personal relationship is where the applicant is a husband or wife, parent, son or daughter, son in law or daughter in law, or brother or sister, brother in law or sister in law of the staff member.

  
Matxura Bikash Tripura  
Executive Director  
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Chairperson  
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## **vi. Suppliers of Goods and Services**

Where a staff member has a personal or financial relationship with a bidder or potential supplier of goods or services to ZKS, the staff member should declare that relationship to ZKS. The staff member concerned should take no part in a decision as to whether or not to offer a contract to that supplier, or the terms and conditions of any such contract.

## **vii. Other Conflict of Interest**

Other conflict of interest may arise in a variety of situations, for example in relation to ZKS staff undertaking employment with a partner NGO immediately after leaving ZKS; staff members obtaining a salary or payment from ZKS on one hand and from an applicant NGO on the other or NGO applicants providing ZKS staff with numbers of books, calendars or yearly diaries; suppliers of goods or services providing increased discounts to staff members for non ZKS work in response to contracts offered to them whilst undertaking ZKS duties. These potential conflicts may result from personal, social, financial or business interests or ethical considerations. The general principle to consider is whether the circumstances could reasonably be perceived to affect the judgment of the individual making a decision on behalf of ZKS.

### **Your Responsibilities:**

All ZKS staff and volunteers have a duty to- ensure that you never put yourself in a position where your judgement may be affected by a conflict of interest, or where it may be perceived to have been affected by such a conflict of interest - disclose any potential conflict of interest to the Resource Coordinator or Executive Director.

### **Reporting Conflict of Interest**

When a conflict of interest situation arises where a prospective or existing staff member has an interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of ZKS, the concerned staff should immediately report to the Resource Coordinator or Executive Director through email, by phone or in person. All reports will remain confidential and ZKS will protect the interests of anyone reporting conflict of interest issue in good faith.

If you notice any conflict of interest, you must report that to the Resource Coordinator & Admin or Executive Director. In order to protect yourself and the integrity of any subsequent investigation on conflict of interest issue:

- do not confront the person you suspect yourself,
- do not tell anyone else – neither staff nor someone outside of ZKS – about your suspicions.

If you are a staff member has an interest which conflicts with the interest of ZKS or you are aware of a Conflict of Interest act within your areas and you don't report it, ZKS will treat your nondisclosure as a serious issue as a misconduct and it will result in disciplinary measures.

  
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Executive Director  
Zabarang Kalyan Samity

  
Chairperson  
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