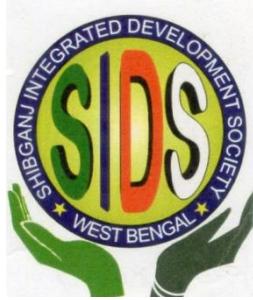


CONFLICT OF INTEREST POLICY



Approved by: *Executive Committee of Shibganj Integrated Development Society*

Approved date: *21/01/2024*

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SHIBGANJ INTEGRATED DEVELOPMENT SOCIETY
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CONFLICT OF INTEREST POLICY

Introduction:

All employees and members of SIDS Board of Directors have a responsibility to be good administrators and to conduct the affairs of SIDS in an ethical manner, and to avoid conflicts between the interests of the organization and their personal financial and other interests. The Conflict-of-Interest Policy will enable staff to identify and avoid conflicts of interest and tells staff what to do if they occur. Such a policy helps staff resist improper approaches, protecting them and SIDS from any appearance of harboring corruption. This Conflict of Interest Policy is applicable to all staff, members, volunteers, supporters, interns, consultants, and contractors of Shibganj Integrated Development Society.

Scope:

The principles set forth in this Policy are applicable to all Associates of SIDS. It is therefore, the responsibility of all Associates and Third Parties to follow and adhere to all elements described in the Policy.

Purpose of the policy:

The purpose of this policy is:

- To implement mechanisms to prevent and fight conflicts of interest applicable to SIDS staff and the other persons who have relation with SIDS.
- To provide guidance to conduct with professionalism, integrity, honesty, moral and ethical standards.
- To protect the integrity and reputation of the Organization's decision-making process.
- To avoid any actual, potential or perceived conflict between our personal interests and Organization's interests.
- To ensure that any conflicts of interest that do arise are promptly disclosed and properly managed.

Examples of Conflict of Interests at work:

Some Examples of conflicts of interest are:

- SIDS providing anything of value to a Staff or Member who are engaging in any transactions.
- SIDS making employment decisions involving family members, including, but not limited to, whether to hire, promotes or terminates the contract of a family member.
- A member of Board of Directors who is related to a member of staff and a decision to be taken on the staff's pay and/or employment conditions.
- Hiring a relative to provide services SIDS needs.
- Starting a NGO that provides services similar to SIDS.
- Working part-time at a NGO that provides the same services provided by SIDS.
- Accepting payment from another company for information about SIDS.

- *Sharing confidential information about SIDS with a competitor.*
- *Accepting gifts, favors, or anything of monetary value from SIDS donors or vendors, including contractors,*
- *Accepting consulting fees and providing advice to another NGO for personal gain.*
- *Sharing information in an interview about SIDS's activities or plans.*
- *Relative of a job applicant cannot participate either formally or informally in decisions of hiring, evaluation, selection process, discipline, performance appraisal, promotion or career of relative nor attempt in any way to influence these processes.*
- *If the Associate is directly or indirectly involved in the Organization's operations with the vendor/stakeholder or the industry of which the vendor or customer is a part;*
- *Participate in SIDS's evaluation, selection, award, or administration of a contract, purchase, sale, donation, or other transaction that will directly or indirectly benefit Associate or their Relatives.*
- *Engaging in any securities transactions which place or may potentially place the financial interests of the Associate against the financial interests of the Organization.*
- *Provisions of this Policy must be adhered to while transferring or promoting an Associate within the Organization.*
- *Having a financial or ownership interest or decision –making influence in a company that provides goods or services to SIDS.*
- *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 violation of this Policy will not be tolerated and may result in disciplinary action up to and including termination.*
- *This Policy is meant to supplement good judgment and Associates should maintain its sanctity and respect its spirit as well as its wording.*

Prevention measures:

- *Oblige staff to avoid conflict of interest situations. Be clear that employees may not engage in conduct where the potential for personal or professional gain might affect their activities on behalf of the organization. Staff should avoid actual or apparent conflict between work and private interests.*
- *All Staff will sign a yearly statement acknowledging their awareness of the policy and disclosing any actual or potential conflicts of interest.*
- *Create an open environment conducive to discussion. Ensure staff isn't afraid to disclose conflicts of interest. Be clear that having a conflict of interest isn't wrong, but that not declaring it or remaining involved in decisions affected by it is unacceptable.*
- *Any breach of this policy, including failure to make timely, complete, and accurate disclosure or report of an existing or potential conflict of interest, is a serious misconduct that may lead to the termination of the contract.*
- *If SIDS staff and other members of this policy are offered an unfair advantage, they must take the following measures to protect themselves:*
 - i) *Refuse the unfair advantage.*
 - ii) *Try to identify the person who made the offer.*

- iii) *In the event that the gift cannot be refused or returned to the sender, it must be kept and handled by the SIDS management.*
- iv) *Draft a written report on this attempt and send it to the authorities of SIDS.*
- v) *Continue to work normally,*

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 up to, and including termination. This shall be in addition to other legal and remedial actions available to the Organization under applicable law.

Notification:

All Managers are required to notify and communicate the existence and contents of this policy to the employees of their department and to all new employees respectively.

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