

HearingNEPAL Program Inc

CONFLICT OF INTEREST POLICY

1 Introduction

The Management Committee of HearingNEPAL Program Inc is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

2 Purpose

The purposes of this policy are:-

- (a) to protect the integrity of the activities and the decision-making process of the organisation;
- (b) to enable our stakeholders to have confidence in our integrity; and
- (c) to protect the integrity and reputation of HearingNEPAL Program Inc, its Management Committee and others acting on its behalf.

The policy document has been developed to provide a framework for HearingNEPAL Program Inc. and all members of the Management Committee in declaring existing, potential or perceived conflicts of interest, and provides guidance for dealing in an open and transparent way with any conflicts that may arise in the course of any person performing official duties for or on behalf of the organisation.

3 Policy

The policy has been developed on the basis that conflicts of interest are a normal and inevitable product of professional work. Problems arise mostly when conflicts of interest are not dealt with, and are not seen to be dealt with openly and effectively both by the individual and the organisation.

It is the policy of the organisation that its Management Committee, members and others acting on its behalf are obliged to avoid ethical, legal, financial, or other conflicts of interest and to ensure that their personal, professional and business activities and interests do not conflict with their obligations to the organisation.

4 Definitions

'Conflict of interest' is considered to exist in situations where:

- An individual's organisational position provides either personal benefit beyond the declared benefits arising from that position or an opportunity for influence in a decision relating to another person's benefit; or
- An individual, while occupying more than one position, which positions involve the exercise of power or influence, affects outcomes in one position which are, or may be, of direct and personal benefit to her/him as an occupant of another position.

5 Resolution of conflicts of interest

- 5.1 Members of the Management Committee shall declare any actual or potential conflicts of interest either at the start of the Management Committee meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the Conflict of Interest Register held by the Secretary (see Schedule 1 to this policy).
- 5.2 Where a conflict of interest or potential conflict of interest is identified and/or registered:-
- (a) the member concerned shall leave the room as soon as that item comes up for discussion;
 - (b) the member shall not vote on that issue;
 - (c) the member shall not initiate or take part in any Management Committee discussion on that topic (either in the meeting or with other Management Committee members before or after the Management Committee Meetings), unless expressly invited to do so by unanimous agreement by all other Management Committee members present.
- 5.3 If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected.

6 Standing notice of interests

The Management Committee members may give other Management Committee members standing notice about an interest. Schedule 2 to this policy has been developed to assist the giving of standing notice about an interest. Standing notice of interest will be reported in the minutes of the Management Committee meetings and will be recorded by the Secretary in a register.

7 The Role of the Chair

- 7.1 The Secretary is responsible for the oversight of the conflict of interest policy and procedures and for ensuring that the Conflict of Interest Policy is kept current. The Secretary may provide advice or counsel to individuals on any situation of potential conflict of interest.
- 7.2 In the event that the Secretary reports that they have a Conflict of Interest, the President shall assume the Secretary's role where necessary.

8 Policy review

This policy will be reviewed annually by the Management Committee.

SCHEDULE ONE

CONFLICT OF INTEREST REGISTER

This register is to be used by the Chair of the Board of the organisation each meeting to record conflicts of interest identified by Management Committee members. The register should be stored with the minutes of each meeting.

The register should be used in conjunction with the Management Committee's Conflict of Interest Policy.

This register has been developed to provide consistency in documentation of conflicts of interest relating to Management Committee meetings.

CONFLICT OF INTEREST REGISTER

Date of Meeting: / / 20__

Name of Member:

Issue of Conflict:

Management Committee Response:

Declaration of interests recorded in minutes: Y /N

Dated the day of 20__

Signed Position

SCHEDULE TWO

STANDING NOTICE OF INTERESTS

The following standing notice of interests, relationships, and holdings that could potentially result in a conflict of interest between myself and the work of the organisation is prepared in accordance with the the organisation Conflict of Interest Policy.

I understand that this declaration will be reported to a meeting of the Board and that this document will be kept in a secure and confidential register at the organisation office.

I undertake to declare any changes to this standing notice should they occur.

STANDING NOTICE OF INTEREST

I understand that this declaration will be reported to a meeting of the Management Committee and that this document will be kept in a secure and confidential register at the organisation's office.

I undertake to declare any changes to this standing notice should they occur.

I _____,

* am not aware of any interests that may lead to a conflict of interests

* wish to give notice of my interest in the following area(s), and provide here the details of the nature and extent of my interest.

(* Delete whichever option is not applicable)

Signed:

Date: