



Policy on Conflict of Interest

The Human resource Manual section 14.9 emphasises that “IGSSS employees are expected to represent the Organisation in positive and ethical manner and have an obligation to avoid conflict of interest.” The Policy provide a framework to staff and Board members to act in case of conflict of interest.

A. Purpose

1. To protect the interest of IGSSS when it is contemplating entering a transaction or arrangement that might benefit the private interest of a staff or a Board member.
2. To provide a framework to staff for acting ethically and responsibly.

B. Defining Conflict of Interest

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain for the individual concerned.

C. Obligation of Staff and Board Members

1. To always act in the best interest of the organization. This obligation requires that staff, in the performance of organization duties, seek only the furtherance of the organization mission.
2. At all times, staff and Board members are prohibited from using their job title or the IGSSS' name or property, for private profit or benefit.
3. Should neither solicit nor accept gratuities, favours, or anything of monetary value from contractors/vendors.
4. Not participate in the selection, award, recruitment or administration of a purchase or contract with a vendor where, to his/her knowledge, any of the following has a financial interest in that purchase or contract:
 - a. Self
 - b. Any member of their immediate family or close friend
 - c. An ownership or investment interest
 - d. A potential ownership or investment interest in, or compensation arrangement
5. Not to engage in any transaction or work or financial interest which is incompatible with the proper discharge of their duties, or which would appear to impair independence of judgment or action in performance of their official duties.
6. If the employee / Board member believes that there may be a conflict of interest, the onus rest on them to share the situation.
7. Do not disclose any information, technical data, or know-how by any method to persons not associated with the IGSSS, which is of a confidential nature to the Organisation. In addition,

any materials they may have collected on behalf of the Organisation, including those items addressed to employees for the purpose of carrying out business for IGSSS, shall remain the property of the Organisation and revert to IGSSS at the time of departure.

D. Procedures for Addressing / preventing the Conflict of Interest.

1. Any potential conflicts (direct or indirect) must be informed to the Executive Director and if it is about the Executive Director, it must be addressed to the President of the Board in writing.
2. The Executive Director / Board President will decide how to deal with the conflict of interest in the circumstances and will direct the person.
3. Where a conflict of interest exists, the IGSSS employee or stakeholder will not participate in the matter that has given rise to the conflict.
4. All vendors with whom IGSSS' sanctions procurement for a value more than 50,000 will sign a declaration on conflict of Interest, as per the attached annexure.

E. Violation of the Conflict-of-Interest Policy

In case the conflict of interest that has not been disclosed as required by this policy, the person will be given an opportunity to explain his/her non-disclosure. If, after hearing the response and making further investigations, it is determined that the person has failed to disclose a conflict of interest, disciplinary action will be taken by IGSSS in accordance with Code of Conduct.

Annexure: Declaration of Conflict of Interest: To be obtained from Vendor/Service Provider

I on behalf of -----declare that there is no conflict of interest, as detailed below:

1. No IGSSS' staff or employee's immediate family member has ownership interest/ holds management control or holds decision making position in -----or is deriving any personal financial or other gain from this contract.
2. Any other conflict of interest, if yes please elaborate.
3. I understand that disclosing a potential conflict of interest does not disqualify the agreement. However, in the event it is not disclosed and if they are detected by IGSSS, the contract/ agreement will be terminated and I may be dis-qualified from doing any business with IGSSS in future.
4. I confirm and declares that I have not / will not provide gifts or hospitality of any monetary value or any other benefits / gratuities to any IGSSS employee to obtain or maintain the service contract

Signature (Authorised Signatory) with stamp

Date