

*Jasmin Agim*

# Conflict of Interest Policy Naripokkho

## 1. Introduction

A Conflict of Interest (COI) is the recognition of competing interests where private or personal interest of members and/or staff, get precedence over, or clash with, organisational interest. Therefore any activity that is inconsistent with or opposed to Naripokkho's best interests or gives the appearance of a lack of fairness would be defined as a COI.

All members and employees are expected to perform their duties in Naripokkho's best interests and without regard to personal considerations or personal relationships. In addition to employees, it is important to take into account that Naripokkho is a membership-based organisation, where most members volunteer their free time and skills and have jobs or involvements external to the organisation.

Here it is worth noting that Naripokkho gives precedence to partnering with individuals and organisations that are:

- Like-minded with similar goals for equality, inclusivity and diversity
- Sister organisations in the women's movement or in our network
- Working with marginalised groups
- NGOs and non-profit organisations with a rights-based focus

## 2. Principles

As part of Naripokkho's ethical practices that we consider essential for the integrity of the organisation Naripokkho has identified what constitutes a COI:

- a. Financial or commercial transactions
- b. Honoraria/gifts
- c. Supporting a cause or a social activity in a personal capacity that goes against organisational ethos.
- d. Recruitment of staff
- e. Other work outside Naripokkho

### a. Financial transactions

Naripokkho members and employee cannot use Naripokkho's name in connection with any personal investment in any other company/organization. Naripokkho's name cannot be used by any member to endorse a company.

<sup>1</sup>The Management of Naripokkho. The term Management applies to all individuals engaged in Naripokkho's decision making process including management of individual projects. This includes Officials/employees or committees involved in finance and administration of Naripokkho, including but not limited to:

- i) Executive Committee (EC)
- ii) Central Coordination Committee (CCC)
- iii) Purchase committee
- iv) Management Committee
- v) Project coordinators and Project Directors





For a financial transaction where a third party is involved and is connected in some way to a member, or staff, full disclosure and transparency has to be maintained. In such instances a written statement of full disclosure and a request for recusal from the decision-making process (for this specific activity) is essential. A rationale must be given stating why the financial transaction with that individual, organisation or commercial enterprise would enhance rather than compromise Naripokkho's interests.

**b. Honoraria/gifts:**

Honoraria/gifts offered while speaking at events that are in Naripokkho's best interests, is considered part of an employee's normal job responsibilities. Naripokkho compensates employees for most or all of their time spent preparing for, attending, and delivering presentations approved by management. For this reason, employees should not request or negotiate a fee or receive any form of compensation from the organization hosting the speech, unless the employee first receives express authorization from Naripokkho. An individual may hold a gift of nominal value given to all speakers/facilitators at a conference as per the decision of the Executive Committee (EC) meeting held on 9 January 2016 (refer to Anti-Corruption Policy, section 2.f).

**c. Supporting other causes**

Naripokkho members and employee cannot publicly support a cause that goes against its organisational ethos (vision, mission and values).

**d. Recruitment of staff**

During the process of recruitment of new staff, any existing staff or member who may be a relative of the aspirant has to declare their relationship and recuse themselves from the recruitment process. The recruitment process has been detailed along with COI in the HR manual 2013, section 1.3.

**e. Other Work Outside Naripokkho**

Naripokkho employees must receive written permission from the respective Management<sup>1</sup> team before beginning any employment, business, or consulting relationship with another organization/institution while also employed at Naripokkho.

A member or an employee must obtain approval from respective Management prior to accepting to represent Naripokkho in external committees and bodies (refer to Anti-Corruption Policy, section 7).

### **3. Reporting Mechanism**

Actions/decisions that may constitute a COI have to be declared to Naripokkho's Management. Naripokkho's Management will make the decision on the best way to proceed on this.

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#### **4. Authority**

The President of Naripokkho is responsible for maintaining and updating this policy using appropriate mechanism as per organizational structure.

#### **9. Publicity of the Policy**

Naripokkho's COI policy will be made available to all through its organizational website.

#### **10. Contact information**

President Naripokkho

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Tel: 880 2 8119917 or 8153967, 01819240068

E-mail: naripokkho@gmail.com

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