

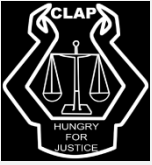
COMMITTEE FOR LEGAL AID TO POOR



CONFLICT OF INTEREST POLICY 2015

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CONFLICT OF INTEREST POLICY

1. Principle:

- 1.1. The staff of Committee for Legal Aid to Poor (CLAP) aspires to the highest levels of ethical conduct in all of their work for the organization.
- 1.2. We will avoid any inexpedient conflicts of interest-real or potential-between our personal interest and the interest of CLAP.
- 1.3. Avoiding conflicts of interest is the overall principle in fighting corruption. Conflict of interest arises from situations in which you as a CLAP employee have a private interest that could influence your professional performance. Conflicts of interest can occur quite frequently and are not necessarily corrupt. It is how they are identified and managed that is important. If conflict of interest situations are not properly identified and managed, they can endanger the integrity of CLAP and can result in corruption. The staff member is expected to show good judgment and when in doubt, contact the superior. In questions of conflict of interest it is important to use personal judgment and common sense to make the right decisions.
- 1.4. CLAP has adopted a conflict of interest policy to ensure the legal and ethical integrity of its decision-making and to make clear that no organization or individual benefits inappropriately because of a relationship with either staff, partners or Board Members of CLAP.

2. Prohibited Transactions:

- 2.1. While initiating partnership, appointing consultants and entering into other services agreements the organization shall be driven by the following where financial involvement exists.
- 2.2. We shall not engage in partnership with any organization or individual where the concerned officials of CLAP is a board member of that organization, or respective CLAP official is related to any of the board members / management team members of that organization or that individual.

2.3. Due care needs to be exercised in the appointment of Consultants so that it does not cause conflict of interest. We shall not appoint any Consultant or Service Provider who is affiliated with an organization where a CLAP official is also a board member of any such organization.

2.4. This principle will apply for all consultancies and services, small, long term and large.

2.5. We shall also not appoint any Consultant and other services provider who is a close relative of either a CLAP staffer or of CLAP's Board Members and partners.

3. Procedure for related party transaction:

3.1. If we have to involve financially with any related party under any exceptional circumstances then the Executive Committee will give a formal approval.

3.2. Formal approval will involve submission of a note to the Executive Committee describing the nature of involvement and relationship, explanation on exceptional circumstances, task, financial involvement and period of transactions.

3.3. Formal approval from Executive Committee for engagement of any Consultant or Service Provider who is related to Staff or Board Member is a necessary condition.

4. Disclosure of related party transactions:

4.1. Our year end statutory accounts will disclose related party transactions as per the generally accepted accounting and auditing standards.

5. Disclosure of existing related party transactions:

5.1. All CLAP staff will have to disclose their all existing related party transactions by March 31st every year. This disclosure should include-nature of involvement and relationship, circumstances task, financial involvement and period of transaction. This disclosure note must be submitted to Executive President by 31st March every year.

6. Definition of Relative:

6.1. For the above purpose of this policy relative means:

- a. Spouse / parents of the individual;
- b. Brother or sister of the individual or their children;

- c. Brother or sister of the spouse of the individual or their children;
- d. Brother or sister of either of the parents of the individual or their children;
- e. Any linear ascendant or descendant of the individual;
- f. Any linear ascendant or descendant of the spouse of the individual;
- g. Spouse of the person referred to in clauses (b) to (f).

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