

Community Agency For Rural Development

လူထုအကျိုးဆောင် ကျေးလက်ဖွံ့ဖြိုးရေးအဖွဲ့

(Our Registration No. : 2278)



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ပီအေဒီရုံးချုပ်လိပ်စာ -

(၇) လွှာ၊ အခန်း (၇၀၅)၊ ကမ်းသာယာပလာဇာ၊ ကမ်းနားလမ်း၊
ကြည်မြင်တိုင်မြို့နယ် - ၁၁၁၀၁၊ ရန်ကင်းမြို့။
ဖုန်း - ၀၉၄၂၇၄၁၄၂၅၁
www.cadmm.org

CAD Conflict of Interest Policy

We are building a world without poverty and diseases.

Revised on 2nd January 2017.

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ဆင်းရဲမွဲတေမှုနှင့် ရောဂါဘယများ ကင်းမဲ့သော ကမ္ဘာကြီးကို ဝိုင်းဝန်းတည်ဆောက်ကြပါစို့။

Introduction

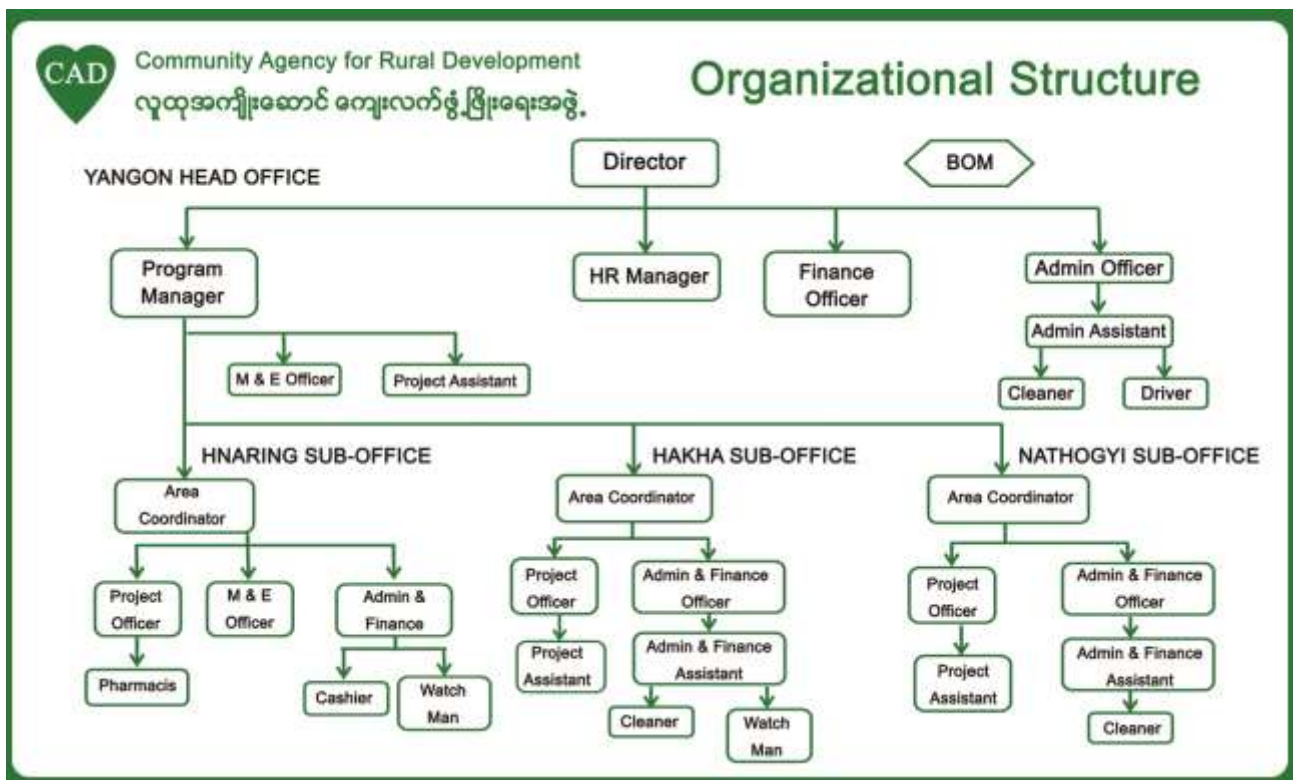
This financial policy is one of the internal policies of Community Agency for Rural Development non governmental organization. The purpose of the policy is to clearly describe organizational procedures and financial policy and to ensure compliance of donor policy and procedures when organization implements its financial activities.

In addition, this manual to be used as a reference guide for organization staff, managers, Director and governing board members to implement day to day organizational financial activities. These financial policies from financial regulations were agreed by all staff and members of organization and approved by Director (founder) of CAD on 31st March 2017.

If needed, some parts of this financial policy can be amended, changed, added or removed in accordance with the meeting decisions within organization. After each update, the whole document shall be reprinted as updated version and described the revised date and number. Cancellation of the previous version should also be announced. In some cases of misunderstanding or confusion between English and Burmese versions upon this financial policy and procedures, English version shall be taken as legal version.

1. Organisational Structure

A. Organization Structure



2. Conflict of interest policy

(a) Principles

Staff should perform their duties impartially. They should not be in a position where they have a personal interest that might obstruct their judgment

(b) Disclosure of a Conflict of Interest

All staff members have a duty to disclose: the existence of any conflict of interest (possible, apparent or potential) and the nature of that conflict of interest, whenever he or she becomes aware that a conflict actually exists or is likely to occur.

Staff should talk to their direct supervisor if there is a conflict of interest. If the supervisor is him/herself part of the conflict of interest, s/he should talk to a member of the Senior Management Team.

The supervisor will decide how to deal with the conflict of interest in the particular circumstances of the conflict. Where a conflict of interest exists, the affected staff member will not participate in the matter that has given rise to the conflict.

(c) Nondisclosure of a Conflict of Interest

There is nothing wrong with having a conflict of interest and staff will in no way suffer for reporting one. The problem arises when a staff member does not report an actual, potential or apparent conflict of interest and participates in a decision where the conflict could influence that person's judgment.

In cases where an employee has failed to report a conflict of interest:

- If a decision has been made when a participant had a conflict of interest, the Executive Director can declare the decision null and void and re-do the decision or vote without the affected member.
- The non-disclosure may constitute serious misconduct and lead to disciplinary action being taken against the employee, up to and including dismissal.

(d) Conflicts with Financial Interests

Financial interests may cover such things as directorships, shareholdings, real estate or trusts which have the potential to conflict with their position. An example of this type of conflict is where an employee owns a building that organization is considering renting.

(e) Conflicts with Personal Interests

Personal and other interests may include family, romantic or other relationships. An examples of a conflicts between personal or other interests and employment duties is where an employee in a selection panel has a personal relationship with an applicant for the position

(f) Conflicts with Gifts, Commissions or Bribes

CAD staff are strictly prohibited from soliciting or accepting gratuities, favors or anything of monetary value over \$10 from suppliers or contractors. It is permissible to accept gifts that are not of significant monetary value such as calendars, inexpensive handicraft products or foods. These gifts will be considered to be the property of CAD.