

Community Initiative for Partnership and Development (CIPAD)



Conflict of Interest Policy

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1. Introduction

Consistent with Community Initiative for Partnership and Development (CIPAD)'s Principles and Code of Conduct, the Board of Directors, Management and Staff have the responsibility of administering the affairs of the organization honestly, and prudently, and of exercising their best care, skill and judgment for the sole interest of Community Initiative for Partnership and Development (CIPAD). These persons shall exercise the utmost good faith in all transactions involving their professional duties, and they shall not use their positions with or knowledge gained there from for their personal benefit. They are always expected to act loyally, impartially, objectively in discharging their official duties with highest standard of professionalism and integrity. The interests of Community Initiative for Partnership and Development (CIPAD) must be the first priority in all decisions and actions. The Staff members shall ensure that expression of personal views and convictions does not compromise or appear to compromise the performance of their official duties or the interests of Community Initiative for Partnership and Development (CIPAD) due to any undisclosed conflict of interest.

Community Initiative for Partnership and Development (CIPAD)'s policy is that the existence of conflict of interest shall be disclosed before any transaction is consummated. The Board, Management and Staff shall continuously securitize their transactions, outside organizational interests and relationships for potential conflicts and to immediately make such disclosures. Members of the Board and staff are expected to reveal any personal, family, or business interests that they have, which, by creating a divided loyalty, could influence their judgment and hence the wisdom of decisions.

2. Purpose

This policy is based on Code of Conduct, which requires all persons acting on behalf of Community Initiative for Partnership and Development (CIPAD) to perform their duties with the highest degree of integrity and good faith and to avoid situations that cause or that may appear to give rise to a conflict of interest. The purpose of this policy is to ensure that any conflicts of interest that do arise are promptly disclosed and properly managed.

3. Scope

This policy applies to all COMMUNITY INITIATIVE FOR PARTNERSHIP AND DEVELOPMENT (CIPAD) representatives regardless of their location. Community Initiative for Partnership and Development (CIPAD) representatives ("Representatives") consist of the following: employees, management, Board members, affiliates, volunteers, contractors, consultants, and individuals or organizations under short- or long-term contractual obligations and any other persons acting on behalf of Community Initiative for Partnership and Development (CIPAD).

4. Context

Conflicts of interest may arise where the professional or personal interests of an individual conflict or has the potential to conflict with the interests or activities of Community Initiative for Partnership and Development (CIPAD). Community Initiative for Partnership and Development (CIPAD) Representatives are required to complete and sign the enclosed conflict of interest disclosure statement and to disclose promptly any instances where a conflict of interest may have or has arisen. This policy does not prohibit all situations in which there may be a conflict of interest. Rather, its purpose is to ensure that such situations are disclosed and managed appropriately. It is also

important to note that the existence of a conflict of interest does not, by itself, automatically imply any fraudulent or corrupt practices.

5. Definitions and Examples of conflict of interest

A conflict of interest exists if the personal or organization interests of an individual who is a Representative of Community Initiative for Partnership and Development (CIPAD) interferes with or has the potential to interfere with their judgment or ability to act in the best interests of COMMUNITY INITIATIVE FOR PARTNERSHIP AND DEVELOPMENT (CIPAD). Examples of situations that could be considered as conflicts of interest include:

- Having a financial or ownership interest or decision-making influence in a company that provides goods or services to Community Initiative for Partnership and Development (CIPAD);
- Receiving rebates or gifts from suppliers or other partners;
- Use of confidential information for personal gain;
- Employment outside of Community Initiative for Partnership and Development (CIPAD) in companies, organizations, or governmental bodies or other social or political commitments or activities; and
- Family members who may be or become actual suppliers, contractors, or other partners.

6. Responsibility

It is the responsibility of individuals to disclose any such situations so they can be managed effectively. Failure to notify instances of conflict of interest or a situation where a conflict of interest could arise may lead to disciplinary action. Any conflicts should be disclosed using the Community Initiative for Partnership and Development

(CIPAD)'s Code of Conduct Acknowledgement and Conflict of Interest Disclosure Statement form and submitted to Human Resources.

7. Disclosure and Management of Conflicts of Interest

When a conflict of interest has the potential to arise, or has arisen, the Representative must inform her or his supervisor/manager or, for contractors, their contact at Community Initiative for Partnership and Development (CIPAD). The supervisor must then assess the situation and decide the appropriate measures to be taken. These may include ensuring that the Representative abstains from being directly involved in any decision-making relating to that matter. If this is not possible, or if the supervisor is uncertain as to how the situation should be handled, the supervisor should consult with her or his manager or contact the Manager, HR & Admin or the Executive Director at Community Initiative for Partnership and Development (CIPAD).

8. Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated condition to the newborn screening panel. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening.

Date: _____

Name: _____

Position: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. _____
2. _____
3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Date: _____

This policy is approved by board members and signed on behalf of the board by board chairperson.



Jacob Lual Jok,
Board Chairperson.