

DEVELOPMENT INITIATIVES BY SOCIAL ANIMATION (DISA)

CONFLICT-OF-INTEREST POLICY



POLICY STATEMENT:

DISA is committed to maintaining the highest standards of integrity, transparency, and accountability in all its activities. This Conflict-of-Interest Policy aims to identify, disclose, and manage conflicts of interest to safeguard the Organization's reputation and ensure the integrity of its decision-making processes.

DEFINITION OF CONFLICT OF INTEREST:

A conflict of interest arises when an individual's personal interests or relationships could interfere with their ability to act in the best interests of the Organization. This includes situations where individuals have financial, personal, or other interests that may influence their judgment or actions in carrying out their responsibilities for the Organisation.

1. Disclosure Requirements:

- All individuals serving in leadership positions, including Governing Members, officers, employees and volunteers are required to disclose any actual or potential conflicts of interest in writing to the Governing Body of the Organization.
- Disclosures should include details of the nature and extent of the conflict, including financial interests, family relationships, affiliations with other Organizations, or any other relevant factors.

2. Review and Management:

- The Governing Body of DISA will review all disclosures of conflicts of interest to determine their significance and potential impact on the Organization.
- In cases where a conflict of interest is identified, appropriate measures will be taken to manage or mitigate the conflict. This may include recusal from decision-making processes, divestment of conflicting interests, or other actions deemed necessary to avoid conflicts of interest.

3. Decision-Making Processes:

- Individuals with a conflict of interest shall refrain from participating in any decision-making processes or discussions where their personal interests may unduly influence the outcome.

- Decisions involving conflicts of interest shall be made by disinterested parties or, if necessary, by an independent committee appointed by the Governing Body of the Organization.

4. Confidentiality and non-retaliation:

- Organization will maintain confidentiality regarding disclosures of conflicts of interest and will not retaliate against individuals who make such disclosures in good faith.
- Individuals who report conflicts of interest, whether their own or those of others, will be protected from any adverse actions or repercussions as a result of their disclosure.

5. Annual Review and Compliance:

- The Conflict-of-Interest Policy will be reviewed annually by the Governing Body of the Organization to ensure its effectiveness and relevance.
- All individuals associated with the Organization will be required to acknowledge their understanding of and compliance with the Conflict-of-Interest Policy on an annual basis.

6. Training and Education:

DISA will provide training and educational resources to inform individuals about the importance of identifying and managing conflicts of interest effectively. Training sessions will be conducted regularly to raise awareness and promote compliance with the Policy.

7. Documentation and Record-Keeping:

All disclosures of conflicts of interest, as well as actions taken to manage or mitigate them, will be documented and maintained in a central repository for reference and review.

8. Public Disclosure:

Organisation will disclose its Conflict-of-Interest Policy to relevant stakeholders, including donors, partners, and the public, to demonstrate its commitment to transparency and ethical governance.

By adhering to this Conflict-of-Interest Policy, DISA aims to uphold the highest standards of integrity, transparency, and accountability in all its activities, thereby earning the trust and confidence of its stakeholders and advancing its mission effectively.

Secretary

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