



KDO

# Conflict of Interest Policy

KHAGARAH  
Development Organization

**KHAGARAH DEVELOPMENT ORGANIZATION  
(KDO)**

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# KHAGARAH Development Organization (KDO)

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# KHAGARAH Development Organization (KDO)

## 1. Purpose of the Policy

The purpose of this Conflict of Interest Policy is to ensure that all employees, Trustees, board members, and partners of KHAGARAH Development Organization (KDO) act in the best interest of the organization and maintain the highest standards of integrity, transparency, and impartiality. This policy aims to prevent any situation where personal interests, relationships, or financial interests could interfere with the objective and ethical conduct of KDO's operations and decision-making.

## 2. Scope of the Policy

This policy applies to all employees, board members, Trustees, consultants, contractors, volunteers, and any other individuals or organizations acting on behalf of KDO. It encompasses both direct and indirect conflicts of interest, including financial, personal, professional, or familial relationships.

## 3. General Principles

**Impartiality:** All employees, Trustees, and partners must act in the best interest of KDO, without being influenced by personal interests or relationships that could interfere with their professional duties.

**Transparency:** Any potential or actual conflict of interest must be disclosed to the relevant authorities within the organization to ensure transparency and accountability.

**Accountability:** Individuals are accountable for identifying and reporting conflicts of interest and must ensure they do not engage in any activities that could compromise KDO's ethical standards.

## 4. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, professional, or financial interests interfere, or appear to interfere, with their ability to act in the best interests of KDO. This includes:

**Financial Interests:** Any financial interest in a business or organization that could benefit from KDO's decisions.

**Personal Relationships:** Close personal or familial relationships with individuals or organizations that have a direct relationship with KDO's activities.

**Professional Interests:** Outside employment, consultancy, or involvement in organizations that may conflict with KDO's activities.

## 5. Disclosure of Conflicts

**Mandatory Disclosure:** All employees, Trustees, board members, and relevant stakeholders must disclose any actual, potential, or perceived conflicts of interest as soon as they arise. This includes situations where there may be a conflict between personal interests and KDO's operations or activities.

**Declaration Form:** A Conflict of Interest Declaration Form will be provided to all employees and Trustees during their onboarding process and annually thereafter. The form must be submitted to the HR or Ethics Committee, detailing any conflicts or potential conflicts.

**Ongoing Disclosure:** If a conflict of interest arises during the course of their work, individuals must promptly inform their supervisor or the Ethics Committee. They are required to complete a new declaration form and disclose the details.

## 6. Procedures for Managing Conflicts

Upon disclosure of a conflict of interest, KDO will follow these steps to ensure the conflict is addressed:

**Review by Ethics Committee:** The Ethics Committee will review the disclosed conflict of interest and determine whether the situation could influence decision-making or activities. If necessary, the committee may seek additional information or clarification.

**Resolution:** The Ethics Committee will decide on the appropriate actions to manage or resolve the conflict, which may include:

Recusal from specific decisions, projects, or activities.

Reassignment of duties or responsibilities to avoid conflicts.

Divestment or cessation of external financial interests.

Termination of any personal or business relationships causing the conflict.

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*[Signature]*

# KHAGARAH Development Organization (KDO)

## 7. Special Considerations for Trustees and Board Members

**Impartiality:** Trustees and board members must avoid any actions or decisions that could create a perception of bias. They must recuse themselves from any decision-making process where they have a conflict of interest.

**Annual Review:** Trustees will be required to complete a comprehensive conflict of interest disclosure at the start of each year, which will be reviewed by the Ethics Committee.

**Financial Interests:** Trustees and board members must disclose any financial interest in organizations that engage in business with KDO or may potentially benefit from KDO's decisions.

## 8. Avoiding Conflicts in Procurement and Fundraising

**Procurement:** Employees involved in procurement decisions must avoid relationships with suppliers or contractors that could result in a conflict of interest. They should disclose any familial or financial ties with the suppliers or contractors they engage with.

**Fundraising:** Employees involved in fundraising activities must avoid conflicts where their personal financial interests could be perceived as influencing KDO's relationship with donors or fundraising partners.

## 9. Consequences of Violating the Conflict of Interest Policy

**Investigation:** Any failure to disclose a conflict of interest may lead to an internal investigation, led by the Ethics Committee, to determine the severity of the breach and its impact on the organization.

**Disciplinary Actions:** Disciplinary actions may include suspension, reassignment, or termination of employment, or removal from the Board or Trustee position. Any decision that compromises the interests or reputation of KDO will be dealt with in accordance with the organization's disciplinary procedures.

**Termination:** In cases where a conflict of interest undermines the mission or values of KDO, the individual may face termination or removal from their role within the organization.

## 10. Training and Awareness

**Orientation:** All new employees, Trustees, and partners will receive training on the Conflict of Interest Policy during their orientation and are required to sign the Conflict of Interest Declaration Form.

**Ongoing Training:** KDO will conduct regular training sessions for all employees and Trustees to raise awareness of potential conflicts and ensure compliance with the policy.

**Review of Policy:** This policy will be reviewed annually to ensure its relevance and effectiveness. Any updates or changes will be communicated to all staff and Trustees.

## 11. Dissemination of the Policy

The Conflict of Interest Policy will be shared with all employees, Trustees, and partners during onboarding and will be accessible via KDO's internal intranet or the employee handbook.

The policy will be discussed during staff meetings, training sessions, and will be part of the annual review process.

KHAGARAH Development Organization is committed to upholding the highest standards of integrity and ethical behavior. This Conflict of Interest Policy ensures that all personnel act in the best interests of KDO, avoiding any situation that could compromise the organization's mission, reputation, or relationships with its stakeholders.

Nazish Mohsin

D.O.S (KDO)

23.08.23

Farah

FARAH SHAHID

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23 August 23.