

VICTIM SUPPORT AND DEVELOPMENT FOUNDATION

Conflict of Interest Policy

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Conflict of Interest Policy

1. Policy Statement:

In order to assure continued public trust in the work of Victim Support And Development Foundation all team members must operate in a manner that avoids any conflict of interest between a team member and other organisations. This policy identifies the types of outside professional relationships in which team members may engage, and provides disclosure and approval procedures to help avoid situations in which these relationships may cause conflict of interests. This disclosure and approval process does not ban, any particular relationship, but relies on the good judgment of team members and Victim Support And Development Foundation management, as well as on the cleansing effect of disclosure for discouraging improper relationships.

2. Purpose:

Victim Support And Development Foundation role as a decision-making body entails that its members and the community at large place a high level of trust in it. In order to preserve this trust, Victim Support And Development Foundation must assure that its team members make technical and management decisions free from all possible conflict or even appearance of conflict arising from their personal or professional commitments. This policy governing Victim Support And Development Foundation professional activities undertaken in collaboration with other organisations will help provide guidance to its team in maintaining these standards.

3. Scope:

This policy is intended to serve as a guideline for all the persons employed Victim Support And Development Foundation, regardless of their position.

4. Disclosure:

Disclosure is required of the administrator concerning all personal relationships and business affiliations that could give rise to a conflict of interest involving Victim Support And Development Foundation .This disclosure shall be continuously reported and kept current, as set forth below, if the staff member or a member of his or her family is:

- An officer, director, trustee, partner and employee of an organisation doing business with Victim Support And Development Foundation ,and/or
- Materially benefited through substantial receipt of cash or other property (exclusive of dividends or interest) from such organisation. Disclosure of an affiliation of a family member should be made if it is felt that any affiliation may create a conflict of interest with the Victim Support And Development Foundation.

5. Requirements for Disclosure:

- Each officer of administration, director and department head shall complete a disclosure letter annually and return it to the general counsel.
- If new affiliations occur that may result in a conflict of interest, a disclosure letter should also be forwarded for review.
- All newly hired administrative officers and department heads are requested to file the disclosure letter within 30 days of their appointment.

6. Reference:

Conflict of Interest Policy Document is adopted from “Sample Policies Manual” of The Pakistan Centre for Philanthropy.