



Conflict of interest policy

This policy sets out CiFAR's policy on conflict of interest and is designed to ensure that when conflicts emerge, they are managed in a way that ensures fairness, transparency and accountability.

This policy applies to all board members, advisory board members, staff, consultants and volunteers.

For the purposes of this policy, a conflict of interest arises when board members, advisory board members, staff, consultants and volunteers are confronted with choosing between the duties and demands of their position and their own private interests and/or the interests of any person with whom they have a close personal relationship. Close personal relationship can include partners, immediate family members, and friends.

1. Principles

- All board members, advisory board members, staff, consultants and volunteers are required to declare to their managers or other board members any actual or potential pecuniary and non-pecuniary conflict of interest within a reasonable timeframe, which in general means within two (2) working days of identifying the conflict
- Until such time as the actual or potential conflict of interest has been resolved, the person should not participate in any discussions or decisions relating to the matter
- The chair of the board and directors of CiFAR are required to submit a declaration of interests form annually
- Where board members, advisory board members, staff, consultants and volunteers have (1) received a pecuniary or non-pecuniary advantage outside of their employment or other relationship with CiFAR e.V. from (2) a decision of CiFAR e.V. to which they participated or did not participate, this advantage shall be recorded in the annual report of CiFAR e.V.

2. Process for resolving potential or actual conflicts of interest

- Any board members, advisory board member, staff member, consultant or volunteer involved in a procurement process who discovers a potential or actual conflict of interest must declare it within a reasonable timeframe (which in general means within two (2) working days of identifying the conflict) and in writing to their line manager or other members of the board
- The respective line manager or board members must consider:
 - whether an actual or potential conflict of interest has occurred, would occur or is occurring;
 - whether any mitigating action(s) may remove the conflict;
 - whether the staff or board member should be excluded from the decision-making process, and
 - whether the conflict means that any decisions made should be reconsidered



A reasoned decision in writing covering all four points must be provided within three (3) working days of notification of the conflict.

3. Failure to declare

Failure to declare an actual or potential conflict of interest whether or not a pecuniary or non-pecuniary advantage is actually gained can lead to dismissal under the relevant procedures for the position held at CiFAR e.V.

Approved by: Board of Directors, 12 August 2019