



# Conflict of Interest Management Policy

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## **CONFLICT OF INTEREST MANAGEMENT POLICY**

- No senior management staff / Board member to hire staff in close relations.
- Executive board members not to have blood relations as members.
- All Agreements/deeds/contracts to be signed by the Head of the organisation/designated officer / Executive Board member.
- The officer sanctioning/authorising payment is the Head of the organisation/designated officer. Finance/accounts officer makes actual payments.
- Contracts for hiring of services like vehicles, goods (ration, furniture, stationary) from vendors related to the staff is not permissible.
- All payments to vendors to be made in cheque, as far as possible.
- All honorariums to staff be made only through cheque.
- All travel / DA payments to staff be made through cheque only.

