



POLICY 3.3 CONFLICT OF INTEREST (taken from POLICY 3 GOVERNANCE)

Definition of Conflict of Interest: A conflict of interest arises when a person participating in decision-making, gains or is perceived as gaining an advantage (or avoiding a disadvantage) for themselves or for another organisation or person in which they have an interest, due to access to privileged information or from the outcome of the decision

Where a conflict of interest occurs involving a member of the governing body or an office- holder or employee of the organisation or volunteer staff, the following procedures should be adopted.

- Any potential conflict of interest is recorded on the Conflict of Interest Register with any action required noted. This register is available on request.
- Where goods or services are provided by a member of the governing body of the organisation, an office-bearer or employee, or volunteer staff, a proper tendering process should be established which includes obtaining at least three competitive quotations.
- Members of the governing body should absent themselves from proceedings at meetings where decisions are taken which benefits themselves or any member of the member's family (including family companies).
- A person should not accept the office of auditor, solicitor etc. where he or she serves on the governing body of the organisation or is directly related to a member of the governing body or an office-bearer of SUSTAIN Projects – Myanmar.
- Where an auditor acts on behalf of two clients (one of which is SUSTAIN Projects Myanmar) involved in a common transaction of a significant nature (e.g. Sale of land or buildings from one client to the other) the auditor should:
 1. Provide frank and full disclosure of that conflict to both clients
 2. Disclose that conflict in the audit report of SUSTAIN Projects - Myanmar.

Should there be a conflict of interest a full and frank disclosure of the conflict is required to be reported and appropriate measures adopted to overcome the conflict, including not voting on matters concerning appointment and fees.