



Conflict of Interest Policy



CENTRE FOR RELIEF AND REHABILITATION



1. Preamble

Centre for Relief and Rehabilitation, a registered Trust established in the year 2020, is committed to the highest standards of transparency, accountability, and ethical conduct in all its operations. The organization works in the areas of Kachagaon and Gossaigaon Block under Kokrajhar District of Assam. To uphold its integrity and public trust, the Board of Centre for Relief and Rehabilitation adopted this Conflict-of-Interest Policy in the board meeting held on 17/07/2026, as recorded in the official minutes.

2. Purpose of the Policy

This policy aims to prevent actual, potential, or perceived conflicts of interest involving board members and their immediate family members in the conduct of the organization's affairs. The policy seeks to:

- Ensure that no board member derives personal or financial benefit, directly or indirectly, from the organization's resources or decisions.
- Prevent conflicts that could impair objective decision-making, damage the organization's reputation, or violate regulatory or ethical standards.
- Promote compliance with the applicable provisions of the Indian Trusts Act, Income Tax Act, and other relevant laws.

3. Scope of the Policy

This policy applies to all members of the Governing Board and any committee constituted by the Board. It covers situations where a board member or their immediate family members may have a direct or indirect interest in transactions involving the organization, including but not limited to:

1. Procurement of Goods or Services

Purchases made from vendors where a board member or their close associate has a direct or indirect interest.

2. Employment and Recruitment

Hiring of individuals who are immediate family members of board members.

3. Consultancy and Service Contracts

Contracts entered into with board members or their family-owned firms or companies.

4. Use of Property or Facilities

Use of premises, assets, or services owned by board members or their families, with payments made by the organization.

5. Use of Organizational Assets

Use of the organization's property, vehicles, or facilities by board members for personal purposes.



6. **Stock or Asset Disposal**

Sale or donation of organizational property to board members without independent valuation or assessment.

4. **Declaration and Approval Procedure**

The organization shall avoid engaging in any of the above-listed transactions with board members or their families. However, in exceptional circumstances where no viable alternative exists, such transactions may be considered under strict governance procedures:

- **Documentation by Trustee**

The Secretary shall prepare a written note justifying the proposed engagement, detailing the reasons why alternatives are not feasible.

- **Review by the Managing Trustee**

The Managing Trustee shall independently assess the proposal, explore other options, and approve the matter only if satisfied that the engagement is necessary and, in the organization's, best interest.

- **Board-Level Approval**

Upon preliminary approval, the Trustee shall place the matter as an agenda item in the next Board meeting. A detailed presentation shall be made, and a resolution shall be proposed for approval.

- **Conditions of Approval**

- The resolution must be passed by a majority, excluding the concerned board member(s) from voting or deliberation.
- The resolution shall be specific to the transaction and valid only for that instance. No blanket or long-term approvals shall be granted.
- All such transactions must be reported in the annual report and financial statements, as required under applicable laws and accounting standards.

5. **Responsibilities**

All board members are required to:

- Disclose any potential or actual conflict of interest at the earliest possible stage.
- Recuse themselves from discussions and voting on matters where a conflict of interest exists.
- Submit an annual declaration regarding potential conflicts of interest to the Secretary.

The organization shall maintain a **Conflict of Interest Register** to record all such disclosures and resolutions.

6. Review and Amendment

This policy shall be reviewed periodically by the Board and updated to ensure alignment with legal requirements and best practices in governance.

7. Endorsement

This policy was adopted by the Board of [Name of the Organization] on [Date] and shall come into effect immediately. All board members affirm their commitment to uphold the principles enshrined in this policy.

Signed:

Mijanur Rahman Sk

Managing Trustee
Centre for Relief and Rehabilitation
Date:.....

AbuTaher Shaikh

Trustee
Centre for Relief and Rehabilitation
Date:.....



CENTRE FOR RELIEF AND REHABILITATION (CRR)

MINUTES OF THE BOARD MEETING

Date: 01 September 2026

Time: 3:00 PM

Venue: CRR Head Office

1. Attendance

The following Board Members were present at the meeting:

S. No.	Name	Designation
1	Mijanur Rahman Sk	Managing Trustee
2	Abu Taher Sheikh	Trustee
3	Muzammal Hoque	Trustee

Leave of Absence

Leave of absence was granted to Taniya Sultana Laskar.

2. Welcome and Confirmation of Quorum

The Chairperson welcomed all the members present at the meeting. The quorum was confirmed to be present in accordance with the governing rules and regulations of the organisation.

3. Confirmation of Previous Meeting Minutes

The minutes of the previous Board Meeting were placed before the Board for consideration.

After discussion, the Board members confirmed and approved the minutes of the previous meeting.

Resolution Passed:

Resolved that the minutes of the previous Board Meeting be and are hereby confirmed and approved.

4. Agenda Items and Resolutions

4.1 Goonj Cloth for Work (CFW) Programme and Tree Plantation

The Board discussed the ongoing work under the Goonj Cloth for Work (CFW) Programme.

The Board members suggested undertaking tree plantation activities as part of the programme. It was further discussed that CRR and the participating community members should take responsibility for the care, protection, and maintenance of the planted trees.

The Board agreed that the Cloth for Work support may be linked with the tree plantation activity and the responsibility of maintaining the plantation.

Resolution Passed:

Resolved that CRR will undertake tree plantation activities under the Goonj Cloth for Work Programme, with appropriate responsibility and follow-up arrangements for the protection and maintenance of the plantations.

4.2 Upcoming Education Project

The Board discussed the proposed upcoming education project, which is planned to support 10 government schools.

The Board discussed the proposed staffing and support requirements for the project. It was agreed that candidates for relevant project positions should have appropriate experience in providing educational assistance and should preferably possess a minimum three-month computer diploma or equivalent computer knowledge, where required for the position.

Resolution Passed:

Resolved that the proposed education project covering 10 government schools be taken forward in accordance with the project plan and approved implementation requirements.

4.3 Approval of Board Meeting Calendar

The proposed Board Members' Meeting Calendar was presented before the Board.

After discussion, the Board approved the proposed calendar for Board meetings.

Resolution Passed:

Resolved that the Board Meeting Calendar presented before the Board be and is hereby approved.

4.4 Approval of Governance Documents and Policies

The Board reviewed and discussed the following governance documents and policies:

1. Governance Manual and distribution acknowledgement.

2. External Audit arrangements/approval
3. Child Protection Policy
4. Child Protection Policy Committee
5. Three-Year Plan and Budget
6. Conflict of Interest Policy

After discussion, the Board approved the above documents, policies, plans, and arrangements.

Resolution Passed:

Resolved that the Governance Manual, External Audit arrangements, Child Protection Policy, Child Protection Policy Committee, Three-Year Plan and Budget, and **Conflict of Interest** Policy be and are hereby approved.

4.5 Field Visits and Programme Monitoring

The Board discussed the importance of regular field monitoring and direct engagement with CRR programmes and projects.

It was agreed that Board Members should conduct field visits to CRR programmes and projects at least once every three months, wherever feasible.

Resolution Passed:

Resolved that field visits to CRR programmes and projects be undertaken by Board Members every three months to support monitoring, governance, and programme oversight.

4.6 Appointment of Point Person for Fundraising

The Board discussed the need for a designated point person to coordinate and support fundraising activities for CRR.

The Board approved the appointment of a responsible point person for fundraising coordination and donor engagement.

Resolution Passed:

Resolved that a designated point person be appointed to coordinate and support the fundraising activities of CRR.

5. Any Other Business

No other matter was raised for discussion.

6. Vote of Thanks and Closure

There being no further business to discuss, the meeting concluded with a vote of thanks to the Chairperson and all Board Members for their participation and valuable contributions.

The meeting was formally closed.

Prepared By

Name: Mijanur Rahman Sk

Designation: Managing Trustee

Signature: [Signature]

Date: 01/09/2026

Approved By

Name: Mijanur Rahman Sk

Designation: Chairperson / Managing Trustee

Signature: [Signature]

Date: 01/09/2026

Mijanur Rahman Sk
Managing Trustee
Centre for Relief and Rehabilitation
Date: 01/09/2026

Signatures of Board Members

S. No.	Name	Designation	Signature
1	Mijanur Rahman Sk	Managing Trustee	<u>[Signature]</u> 01/09/26
2	Abu Taher Sheikh	Trustee	<u>[Signature]</u> 01/09/26
3	Muzammal Hoque	Trustee	<u>[Signature]</u> 01/09/26
4	Taniya Sultana Laskar	Trustee	Absent with Leave