

## Conflict of interest policy

Creating a conflict of interest policy is crucial for maintaining integrity and transparency within an organization. Here's a basic outline and key components you might include in your policy:

### Conflict of Interest Policy

#### 1. Purpose

- Define the objective of the policy, emphasizing the importance of integrity, accountability, and public trust.

#### 2. Scope

- Specify to whom the policy applies (e.g., board members, employees, volunteers, contractors).

#### 3. Definition of Conflict of Interest

- Explain what constitutes a conflict of interest, including:
  - Personal interests (financial, familial, etc.) that may interfere with professional responsibilities.
  - Situations where personal gain is possible from organizational decisions or actions.

#### 4. Disclosure Requirements

- Outline the process for disclosing potential conflicts of interest, including:
  - Timing (e.g., annually, when conflicts arise).
  - How to report (written form, specific forms, to whom).

#### 5. Review Process

- Describe how disclosed conflicts will be evaluated, including:
  - Who is responsible for reviewing disclosures (e.g., an ethics committee).
  - Criteria for assessing the severity and potential impact of the conflict.

#### 6. Resolution of Conflicts

- Detail the steps to be taken when a conflict is identified, which may include:
  - Recusal from decision-making processes.
  - Reassignment of duties.
  - Other measures to mitigate the conflict.

#### 7. Enforcement and Consequences

- Explain the consequences of failing to disclose conflicts or violating the policy, which could include:

  
**Dr. BABU. G. SAJJAN.**

B.A., LL.B.(Spl.), MA(S.W), Ph.D

Chief Executive Officer,  
Institute for Rural Development  
VIJAYAPUR.

# IRD-Institute for Rural Development, Vijayapur

154

- Disciplinary action.
- Termination of employment or contract.

## 8. Confidentiality

- Emphasize the importance of confidentiality in the reporting and resolution process.

## 9. Training and Awareness

- Outline how the organization will educate staff and stakeholders about the policy and its importance.

## 10. Policy Review

- Specify how often the policy will be reviewed and updated to ensure its relevance and effectiveness.

## 11. Contact Information

- Provide contact details for the person or committee responsible for overseeing the policy.

## Conclusion

- Reiterate the organization's commitment to ethical behavior and the importance of addressing conflicts of interest proactively.

## Appendices (if applicable)

- Include any necessary forms for disclosure or additional resources for employees.

  
**DR. BABU. G. SAJJAN,**  
**Chief Executive Officer**  
B.A., M.A., Ph.D.  
Chief Executive Officer,  
Institute for Rural Development  
VIJAYAPUR.