



E.A.R. DIOCESE KIGEME

BP 67 Nyamagabe

Title:	Conflict of Interest
Policy statement:	<p>All staff, trustees and representatives will perform their duties and conduct their private life in a manner that ensures possible conflicts of interest with their role in EAR KIGEME DIOCESE are avoided or managed appropriately.</p> <p>Conflicts of interests that are undeclared or improperly managed result in risks, including financial risks, legal risks, moral risks (conduct that would be considered unethical or illegal), reputational risks and compliance risks.</p> <p>Personal Responsibility</p> <p>All staff, trustees and representatives are responsible for:</p> <p>1. Avoiding Conflict of Interest</p> <p>You should proactively avoid even the appearance of partiality and avoid, wherever possible, placing yourself in any situation where self-interest or favoritism could be perceived as being present.</p> <p>If you, or a connected person, is offered a role or opportunity, which would be in direct conflict to EAR KIGEME DIOCESE interests you should decline this role or opportunity.</p> <p>You should not engage in activities outside of work that may adversely affect EAR KIGEME DIOCESE's reputation, that make use of EAR KIGEME DIOCESSES confidential information or that will, or are likely to, negatively influence the performance of your work for EAR KIGEME DIOCESE</p> <p>2. Identify and Disclose Conflict of Interests</p> <p>Where you identify an Actual, Potential or Perceived conflict of interest you should report to the anti- conflict committee and help in taking measure of mediation.</p> <p>The information provided will be recorded on EAR KIGEME DIOCESE's Register of Conflicts.</p> <p>In addition, all staff will be required to complete an annual declaration, either disclosing any conflict of interest or confirming that there are no conflicts of interests that they are aware of.</p> <p>3. Managing Conflict of Interests</p> <p>Once the conflict has been considered a decision will be made as to whether a conflict of interest will need to be removed or can be appropriately managed. Often this may involve no longer taking part in decisions where an actual, potential or perceived conflict exists but may also include removing responsibility for a particular area of work.</p> <p>Some key principles that will be taken into consideration for how the conflict will be managed are:</p>

- (i) Individuals should never be the sole decision-maker
- (ii) The default position is that individuals will not take part in decisions or discussions unless it can be clearly demonstrated that they can do so objectively and without improper influence
- (iii) Individuals should not receive confidential EAR KIGEME DIOCESE information that may impact their ability to make decisions in the best interests of Tearfund unless a clear confidentiality commitment has been provided

It is your responsibility to ensure that they follow any controls that have been put in place in connection with a conflict.

If a conflict previously declared no longer exists because circumstances have changed, the individual should notify their Line Manager.

4. Compliance and Reporting any breaches:

If you become aware that either you, or another staff member, is in breach of this policy you should notify your line manager without delay.

If you are not comfortable with reporting a breach to your line manager you may report concerns via EAR KIGEME DIOCESE Whistleblowing Procedure.

All staff and representatives must comply with this policy. Failure to comply will be treated as a misconduct issue for staff.

5. Training

Training will be provided to all staff. This training provides examples and further information on conflicts of interests.

Procedures:	<p>It is forbidden to work in diocese for the person with blood relationship (consult Administrative manual)</p> <p>It is forbidden for the supplier who has relationship with any diocesan organ member to supply any product to the diocese (consult Financial manual)</p> <p>For any case you have to contact: 0788639660</p>
Definitions:	<p>Conflict of Interest: A conflict of interest is any situation in which an individual's personal interests (including receiving gifts) or loyalties could, or could be seen to, influence or constrain them from making a decision only in the best interests of the charity.</p> <p>Personal Financial Interest: A conflict of interest, in which the individual or a connected person may receive a financial benefit directly or indirectly from an arrangement with the Charity or the prospect of which could influence or constrain the individual from making a decision only in the best interests of EAR KIGEME DIOCESE</p> <p>Connected Persons: In broad terms this means family, relatives or business partners of an individual, as well as businesses in which an individual has an interest through ownership or influence.</p> <p>This term includes an individual's husband or wife, children, siblings, grandchildren and grandparents, as well as businesses where an individual or family member is a Director/Trustee or holds a senior position in the organization such as director, trustee or senior employee (influence).</p>

	<p>Actual Conflict: a demonstrable conflict where someone's private interests and EAR KIGEME DIOCESE interests are either opposed or significantly at variance.</p> <p>Potential Conflict: an actual conflict has not yet occurred, but it could arise in the future.</p> <p>Perceived Conflict: a situation where other people might perceive there is a conflict regardless of whether one actually or might exist.</p>
Related Policies & Procedures:	<ul style="list-style-type: none"> - The personal conduct policy - Whistleblowing policy - Expenses policy - Procurement policy
Who must follow this policy:	<p>This policy applies to all staff and associates.</p> <p>Staff includes:</p> <ul style="list-style-type: none"> ● all staff, (Officer workers, field workers and pastors) ● all volunteers and interns <p>Associates includes:</p> <ul style="list-style-type: none"> ● all contractors, e.g., consultants ● all Board Members ● all partners including local community based partners ● Guests and Visitors
Person responsible:	Bishop Musabyimana Assiel
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