

## Conflict of Interest Policy

**1. Objectives:**

- a. to protect the organizational interests
- b. to stop the private interest of the staff, and/or the vendors/suppliers.
- b. to know the relatives if doing a job in the organization
- c. not to involve the relatives in any activities of the organization.
- d. to stop the use of organizational resources for personal interest beyond the respective policies in place.

2. There is a clause in the COAST Human Resource and Administration Management Policy that relatives of the present staff can be recruited in the organization.

**3. Definition of relatives:**

a) Mother/Father, b) Son/Daughter, c) Brother/Sister, d) Aunt/Uncle, e) Nephew/Niece, f) Cousin, h) Brother-in-law/Sister-in-law.

**4. Methodology for preparation:**

The policy has been prepared taking participation through representation of all level staff

**5. Scope:**

The policy will be applicable for all staff, members of EC/GC, volunteers, vendors/suppliers, consultants, program-participants.

**6. Declaration:**

- a. Senior staff who have relatives in this organization, will declare and fill-up the “**declaration of Conflict of Interests about relatives**” through a prescribed form and submit it at his/her base office.
- b. Senior colleagues also should submit this declaration to the Central Human Resource Section by 7 days of recruited staff. The copies of declaration will be preserved in the personnel file (central and field) of both staff.
- c. The declaration will be verified by the immediate supervisor and Central Human Resource Section.
- d. The submission of declaration should be applicable for all staff of the organization.
- e. Any relative staff will not influence or involved for each other’s facilities for increase/decrease, promotion etc. in the organization.

**7. Purchase or getting services:**


- a. No purchase can be made or service can be taken from a vendor or supplier who is the relative(s) of a staff.
- b. No purchase can be made or service can be taken from the enlisted vendor(s) or supplier(s) of the organization.

**8. Duties and responsibilities of staff/volunteers**

- a. All staff must read this policy, they should have clear understanding on this. They have to abide by this.
- b. Management action can be taken against those who violate this.



Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation



Tofail Ahmed, PhD  
Chairperson  
COAST Foundation

**9. Approved by the General Committee and effective date:**

The review of this policy has been approved unanimously in the 6<sup>th</sup> Annual General Meeting which was held on 6 July 2024 at COAST Principal Office, Dhaka, and be effective with no delay.

**10. Review of this policy:**

This policy will be reviewed by 2027 or earlier, if necessary, incorporating significant changes in national and international laws, policies, and human rights declarations.



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