

## **World Vegetable Center**

### **Conflict of Interest Policy**

#### **(under Code of Ethics in Human Resource Manual)**

When a staff member becomes aware of a proposed transaction in which there may be an actual or perceived conflict of interest, as the other party of the transaction is a family member or a person/organization with whom the staff member or his/her family member has financial or professional interest then, he/she

- i. should immediately disclose the existence and circumstances of such conflict of interest in the prescribed declaration form
- ii. excuse and remove himself/herself from participation in any discussions regarding the subject transaction that may influence Center's decision in that transaction.

#### **Gifts**

When gifts are received from a person or organization, is a donor or partner or supplier or an employee, and the staff member receiving the gift has official dealings with the person or the organization, then the staff member has to declare the details in the prescribe declaration form.

**Declaration of Conflict of interest / receipt of gifts**

Name of staff:

Title:

Office:

I have received and read Center’s policy on conflict of interest and receipt of gifts as described in the section ‘Code of Ethics’ in the current Human Resources Policy Manual.

As per the policy I am expected to declare whenever a ‘conflict of interest’ arises in my official dealings or I receive a gift from an official contact.

**Declaration of conflict of interest**

I consider that in the (PI specify eg. consultancy or service contract, purchase, etc.) transaction,

- i. the party involved is my family member ( PI specify name/relationship)

or

- ii. myself/family member ( PI specify name/relationship ) have financial or professional interest as shareholder/director/business partner/dealer/employee/other\_\_\_\_\_

**Declaration of receipt of a gift**

I have received a gift (PI specify item and value) from (Name/organization) who is a Center’s donor/partner/supplier/employee and I have direct official dealings with them as part of my role.

Signature

Date

Note:

“Family member” includes an ancestor, spouse, domestic partner, sibling, child, stepchild, grandchild, great-grandchild or spouse of sibling, child, stepchild, grandchild or great-grandchild.

