Conflict of Interest Policy
To be adopted by the Board of Directors of Transparency International Cambodia (referred to as TI Cambodia) in on 11 Apr 2013

1. Applicability

This policy applies to every member of the Board of Transparency International Cambodia (TIC) and takes into account the “interest of any person with whom they have a close personal relationship”, such as their spouse, life partner, children, parents, siblings or other close family members.

2. General Policy

a. Every person associated with TIC (according to paragraph 1) must avoid or manage any potential real or perceived conflict of interest (by refraining from any decision making or voting on matters subject to a potential conflict of interest), and openly acknowledge any potential or actual conflict of interest which arises through his/her association with TIC. Any potential conflict of interest must be raised with the Board’s Ethics Committee for evaluation.

b. Conflicts of interest may arise from time to time in the course of such persons’ activities and decisions. They may arise in their work for the TI movement with regard to monetary or financial interests, or interests that impede them in their duty to act in the best interests of the TI movement.

c. Members of the Board of Directors shall declare their financial and non-financial interests which could potentially lead to or could conceivably be perceived as a conflict of interest. Such declaration shall be made by way of a register, which shall be open to the public. Where there is are personal safety or similar serious concerns about full publicity, parts or even the whole of the declaration should be submitted to the Chairperson of the TIC-Board’s Ethics Committee who shall hold it, and act upon it as appropriate, in confidence.

d. TIC’s efforts to raise the ethical standards of government officials, business people and other individuals could be compromised by any ethical lapses on the part of individuals representing TIC. It is essential that everyone associated with TIC be highly sensitive to potential conflicts of interest.

3. Remunerated Work Contracts and Consultancies

a. Much of TIC’s work is done by individuals who are not employees of TIC but who act for or on behalf of TIC on a voluntary basis. This includes, among others, the members of the Board of Directors, and the resource persons active throughout the TI movement. Many of such individuals will have business, professional and other affiliations.

b. Members of the Board of Directors, or companies or other organisations with which such Members are currently affiliated, may not perform remunerated work for the TI except that members of the Board of Directors or any similar governance body may serve concurrently.
as a paid officer of staff member under a contract approved by such the Board of Directors or other governance body, as the case may be for example for the Executive Director position.

c. Members of the Board of Directors, or companies or other organisations with which such members are currently affiliated, may apply and compete for remunerated work contracts with any other National Chapters, provided however that they are not offered any advantages over any competitors with respect to being awarded or carrying out such work. They must not utilise privileged information and do everything to contradict the perception of having utilised privileged information; in addition, they will not exercise their board function to the extent it relates to the conditions of the contract or the selection or supervision of such contract. In other words, they do not need to be disqualified in such cases because of their affiliation with TIC, but neither may they be given the "inside track". When doing non-TIC related work, board members or their companies shall not utilise privileged TIC information, and shall also be sensitive to the perception that they might be utilising such information.

d. Resource persons active anywhere in the TI movement, or companies or other organisations with which such individuals are affiliated, may apply and compete for remunerated work contracts with TIC, or any of its other National Chapters, provided they are not offered any advantages over any competitors with respect to being awarded or carrying out such work. They must not utilise privileged information and do everything to contradict the perception of having utilized privileged information. In other words, they do not need to be disqualified because of their affiliation with TI, but neither may they be given the "inside track". When doing non-TI related work, resource persons shall not utilise privileged TI information, and shall also be sensitive to the perception that they might be utilising such information.

e. TIC and other National Chapters will be transparent in their decision-making processes when commissioning paid work, and will follow transparent tender procedures.

4. Gifts and Entertainment

No person associated with TIC or any of the other National Chapters shall accept any gift, entertainment, loan or anything else of value from any organisation or individual if it could be reasonably construed or perceived that the gift is motivated by a wish to influence TIC.

5. How to Deal with a Possible Conflict of Interest

a. Potential conflicts of interest should be identified and declared by the person in potential conflict, or reported by other members of the movement, as soon as they become aware of such potential conflict of interest. If problems are identified before commitments are made or questionable actions have occurred, embarrassment can be avoided and alternatives can be explored.

b. Such disclosure or report should be made to the Chairman of TIC or to another suitable senior officer or director.
c. The evaluation of a potential conflict of interest must be made by the TIC Board of Directors or by un-involved individuals, such as the TIC Board’s Ethics Committee or any ethics body of TIC. The evaluation may determine the absence of a conflict of interest, or it may lead to the conclusion that

(i) the respective person should not go ahead with the evaluated activity or that

(ii) he/she should recuse him/herself from participating in decision making by TIC with reference to the matter in conflict.

d. The chairperson of TIC together with the Board of Directors and the Executive Director are responsible for ensuring that all persons associated with the activities of TIC are made aware of the policy and procedures regarding conflict of interest. In addition, these policies and procedures should be made available to the general membership through publication, for example, on the website or in a newsletter.

6. Disclosure of Payments to TIC Board Members

When TIC makes payments – excluding approved expenses and per diems – to a member of the Board, or an employee of TIC – this should be declared in full in the annual Financial Statement and Annual Report. Such reporting should also outline the procurement/tender procedures conducted that led to such payment.

7. TIC Board’s Ethics Committee

TIC’s Board of Directors has established an Ethics Committee for the purpose of providing advice on ethical questions to anybody associated with the movement. The Terms of Reference and contact details of the Board Ethics Committee can be obtained through the TIC office or the Internet.

8. Scope of this policy

This policy sets minimum standards and will be reviewed every two years or if a specific situation occurs that requires the revision of this policy which shall be brought forward by 50% of the Board.

Name

[Signature]

Date

[Signature]