



Conflict of Interest

Purpose

The purpose of this policy is to ensure good governance principles are embedded in Live & Learn Environmental Education's (LLEE) operations. That is, the decision making process is based on evidence and robust analysis instead of decisions made upon personal or professional interests.

Policy

From time to time LLEE's employees may encounter conflicts of interest when participating in LLEE's decision-making processes, as other professional or personal roles intersect. Potential areas where a conflict of interest may arise include but it is not restricted to:

1. recruitment of staff or contractors
2. decisions to undertake projects or enter into partnerships, and
3. Representing LLEE in other forums.

In general, a conflict of interest can be said to arise if the performance of an employee could be prejudicially influenced by that other person's interests (private, personal or professional), or that a reasonable person would believe that the person could be so influenced; or

LLEE expects that all members of the organization are mindful of potential conflicts of interest (or the likely perception of a conflict), and declare a conflict of interest before it arises.

The HR Manager must ensure that the necessary procedures are in place to deal with conflicts of interest. That process must:

1. require all members of LLEE to make a full disclosure of the conflict of interest at meetings of the board
2. disclosure to be recorded in meeting minutes
3. determine whether that conflict of interest is material, and
4. The HR Manager must also ensure that there is a policy in place that prevents any member of LLEE from seeking or accepting, for themselves or others, gifts or benefits that could be reasonably perceived as influencing them.

Procedure

In order to avoid conflict of interests, all members of LLEE:

1. Openly declare a conflict of interest, whether real or perceived, prior to engaging in a decision making process where a potential conflict of interest exists, and
2. Abstain from voting when and distance them from the conflicting matter.
3. Any disclosure is officially recorded in meeting minutes

Roles and Responsibilities

Executive Director/ HR Manager/ Regional Director/ Country Manager:

- Monitor the implementation of the Conflict of Interest policy
- Delegate responsibility for its successful implementation as necessary.
- Identify opportunities for improvements.

Related Document

- LLEE Professional Ethics and Code of Conduct Policy