

## **CONFLICT OF INTEREST POLICY**

The Policies and procedures on Conflict of Interest at DAS are as follows:

- 1.** Board members and staff have to complete and submit the Conflict of Interest form on an annual basis or when actual or potential conflicts of interest arise at the earliest opportunity.
- 2.** Staff shall not be involved in setting his or her own remuneration. This does not apply to Board members as they do not receive any remuneration.
- 3.** When Board members have:
  - a.** Any interest in business transactions or contracts that DAS may enter into; or
  - b.** Any interest in other organisations that DAS has dealings with or is considering entering into joint ventures with; or
  - c.** Any interest as the charity's suppliers, service users, beneficiaries or staff. The Board member concerned should not vote on the matter nor participate in discussions. He or she shall also offer to withdraw from the meeting, and the other Board members should decide if this is required. The reason for how a final decision is made on the transaction or contract will be recorded in the minutes of the meeting.
- 4.** Any appointment of staff who is related to current Board members or staff shall undergo the established human resource procedures for recruitment, performance evaluation and remuneration.

Board members or staff should make a declaration of such relationships and not influence decisions made during these procedures