



CONFLICT OF INTEREST POLICY

Scope

This policy applies to the Dyslexia Association of Singapore (DAS) and its subsidiaries, DAS Academy Ltd (DAC) and DAS International Services Ltd (DAI) (collectively referred to as the "DAS Group").

Purpose

The DAS Group is committed to maintaining the highest standards of integrity, transparency and accountability in all its activities.

Board members, Committee members, employees and volunteers are expected to act in the best interests of the DAS Group and avoid situations where their personal, professional or financial interests conflict, or may reasonably be perceived to conflict, with the interests of the DAS Group.

Declaration of Conflicts of Interest

Board members, Committee members, employees and volunteers are required to complete and submit a Conflict of Interest Declaration:

- upon appointment;
- annually through the DAS Group's declaration exercise; and
- as soon as practicable whenever an actual, potential or perceived conflict of interest arises, or circumstances change.

The annual declaration exercise also covers other governance and compliance matters applicable to Board members, Committee members and staff.

Management of Conflicts of Interest

Board members, Committee members, employees and volunteers shall declare any interest that may conflict, or be perceived to conflict, with the interests of the DAS Group. This includes, but is not limited to:

- any interest in business transactions or contracts that the DAS Group may enter into;
- any interest in organisations that the DAS Group has dealings with, or is considering entering into collaborations or joint ventures with; and
- any interest as a supplier, service user, beneficiary or employee of the DAS Group.

Where a conflict of interest has been declared, the individual concerned shall not participate in any discussion or decision relating to the matter. The individual shall also offer to withdraw from the meeting, and the remaining members of the Board or Committee shall determine whether such withdrawal is required.

The declaration of interest, the manner in which the conflict was managed, and the basis for the final decision shall be recorded in the minutes of the meeting, where applicable.

Employees shall not be involved in determining their own remuneration. This restriction does not apply to Board members, as they do not receive remuneration for their services as Directors.



Related Party Employment

Any appointment of an employee who is related to an existing Board member, Committee member or employee shall be subject to the DAS Group's established human resource policies and procedures governing recruitment, performance management and remuneration.

The individual concerned shall declare the relationship and shall not participate in, or influence, any decision relating to the recruitment, remuneration, promotion, performance appraisal or other employment matters concerning the related individual.

Review of Policy

The Board reviews this policy periodically to ensure that it remains aligned with the Charity Code of Governance, applicable laws and regulations, and the governance practices of the DAS Group.