



TIIGSI INITIATIVE CONFLICT OF INTEREST POLICY

1. Introduction

Tiigsi Initiative is committed to impartial and transparent decision-making. Conflicts of interest can undermine trust and objectivity if they are not openly declared and managed. This policy sets out how Tiigsi prevents, identifies and addresses conflicts of interest.

2. Purpose and Scope

The purpose of this policy is to provide clear guidance to everyone associated with Tiigsi on recognising, declaring and managing conflicts of interest.

It applies to board members, employees, volunteers, consultants, suppliers and partners engaged in work for or on behalf of Tiigsi.

3. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interests, relationships or obligations could improperly influence, or appear to influence, the performance of their duties for Tiigsi.

- Personal interests include any financial benefit, family relationship, close friendship or other commitment;
- a conflict may be actual, potential or perceived;
- both non-financial and financial interests can create conflicts.

4. Principles

- Neutrality – decisions should be based solely on relevant criteria and the best interests of Tiigsi and its beneficiaries;
- Impartiality – staff and board members must not allow personal interests to influence professional judgement;
- Transparency – relevant interests must be declared in a timely and honest manner;
- Confidentiality – information collected for conflict of interest management will be handled carefully and used only for that purpose.

5. Responsibilities

All individuals covered by this policy must:



- familiarise themselves with this policy and comply with it;
- remain alert to situations that may give rise to a conflict of interest;
- promptly declare any conflict to their line manager or relevant body;
- follow any measures put in place to manage or resolve the conflict, including withdrawing from certain decisions.

Managers and the Board have additional responsibilities to:

- promote a culture of openness about conflicts of interest;
- ensure that declarations are recorded and reviewed;
- decide on appropriate actions to manage identified conflicts;
- take disciplinary or corrective action where conflicts are hidden or mismanaged.

6. Declaration of Interests

Board members and senior staff will complete a declaration of interests on appointment and update it at least annually, or whenever their circumstances change.

Other staff, volunteers and associated persons must declare any conflict of interest as soon as they become aware of it, particularly in relation to recruitment, procurement, partner selection or award of benefits.

7. Gifts, Hospitality and Other Benefits

- Do not solicit gifts, hospitality or other benefits;
- modest hospitality or small tokens of appreciation may be accepted only if they cannot reasonably be perceived as influencing decisions;
- significant gifts or invitations must be declined or, where appropriate, handed over to Tiigsi and recorded;
- if in doubt, seek guidance from a line manager before accepting any gift or benefit.

8. Outside Activities and Employment

- Staff must not engage in outside work or roles that conflict with their duties to Tiigsi or damage its reputation;
- certain external roles may require prior written approval from Tiigsi management;
- membership of boards or committees of organisations working in similar fields should be declared and, where necessary, managed as a potential conflict.

9. Managing Conflicts of Interest

Once a conflict of interest is declared, the relevant manager or board chair will assess the situation and decide on proportionate measures. These may include:

- noting the conflict and taking no further action where the risk is minimal;
- restricting access to certain information;
- requiring the individual to withdraw from discussions or decisions on the matter;
- re-assigning certain responsibilities;
- in rare cases, asking the individual to step down from a role or end a contract where the conflict cannot be managed.

10. Breaches and Sanctions

Failure to declare or appropriately manage a conflict of interest may be treated as misconduct and may lead to disciplinary action up to and including dismissal, termination of contract or removal from office.

This policy will be reviewed periodically and updated as needed to reflect best practice and any changes in law.