



Amdalah Africa Foundation - AMDAF

CLG

Charity

Company Number 652991

Charity Number 20205848

CHY 22661

CONFLICT OF INTEREST POLICY

As approved and adopted by the Board

CONFLICT OF INTEREST POLICY

Policy Name	Conflict of Interest Policy
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Administrator Responsible	CEO/Manager
Administrator Contact Information	Info.amdaf@gmail.com
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DOCUMENT CONTROL

Version & Date	2.0/ January 2024	Author	AMDAF
Directorate:	Governance and Compliance	Approved by Management	Board

Amdalah Africa Foundation (AMDAF) Conflict of Interest Policy

1. Purpose

The purpose of this Conflict of Interest Policy is to ensure that the decisions made by AMDAF are impartial and made in the best interests of the organization. This policy provides guidance on identifying, disclosing, and managing conflicts of interest to uphold transparency and accountability in all aspects of AMDAF's activities.

2. Definition

A conflict of interest arises when a person's personal, professional, or financial interests might interfere with their ability to act in the best interests of AMDAF. Conflicts can be actual, potential, or perceived.

3. Scope

This policy applies to all board members, officers, employees, volunteers, and any other individuals who have decision-making authority or influence over AMDAF's operations.

4. Identification of Conflicts

Individuals are required to disclose any actual or potential conflicts of interest as soon as they arise. This includes, but is not limited to, situations where:

- Personal, familial, or financial interests could influence or appear to influence their decision-making.

- They have a financial interest in a company or organization that is contracting with AMDAF.
- They are involved in a transaction or arrangement with AMDAF that could benefit their personal interests.

5. Disclosure Process

- **Annual Disclosure:** Each board member, officer, and employee must complete a Conflict of Interest Disclosure Form annually, or whenever a new conflict arises.
- **Immediate Disclosure:** Individuals must disclose conflicts of interest immediately to the Chairperson of the Board (or a designated person) in writing or during a meeting.

6. Management of Conflicts

- **Recusal:** Individuals with a conflict of interest must recuse themselves from participating in discussions and decision-making related to the conflict.
- **Documentation:** All disclosed conflicts and actions taken to manage them will be documented in the meeting minutes or official records.
- **Review:** The Board will review disclosures and management actions regularly to ensure compliance and effectiveness.

7. Breach of Policy

Failure to disclose a conflict of interest or to adhere to this policy may result in disciplinary action, up to and including termination of employment or volunteer involvement, depending on the severity and impact of the breach.

8. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in regulations or organizational needs.

9. Contact Information

For any questions regarding this policy or to disclose a conflict of interest, please contact:

info@amdofireland.com

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