

## ERGO Network

# Conflict of Interest Policy

### Article I – Purpose

The purpose of this policy is to protect the interests of ERGO Network by: (a) preventing the personal interest of the Board, employees, and independent contractors from interfering with their duties to the organisation and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable national, regional or local laws regarding conflicts of interest.

A Conflict of Interest is a conflict between a Board or staff member's personal interests and the interests of the organisation. The Conflict of Interest Policy prevents Board and staff members, as well as other consultants, from benefitting immorally from their Board service or employment. The ERGO Network Board and staff team are responsible for running ERGO Network and executing the organisation's activities in an ethical manner and are supposed to act in the best interest of ERGO Network, not their personal interest.

A Conflict of Interest arises, for example, when the Board takes a decision concerning a member organisation whose representative is sitting on the Board.

### Article II – Persons concerned

This statement applies to Board members, employees and contractors who can influence the governance and actions of ERGO Network. This includes anyone who makes financial, operational, strategic, or policy decisions, might be referred to as "management personnel," or have proprietary information regarding ERGO Network.

### Article III – Procedures

#### 1. Duty to Disclose

Each Board member, employee and contractor and any other person concerned is under an obligation to disclose the existence or potential existence of a Conflict of Interest as soon as it arises and/or as soon as they become aware of it.

#### 2. Investigating Conflicts

When a potential Conflict of Interest is disclosed among Board members or by the Director, the Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question the involved parties. If it turns out that



a conflict does not exist, the inquiry will be documented but no further action will be taken. If a staff member discloses a conflict of interest, the Director will investigate.

### 3. Addressing a Conflict of Interest

If the Board or the Director determines that a Conflict of Interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest, (b) prohibiting any persons concerned from taking decisions on any matter related to said Conflict of Interest or (c) ending the contract or mandate of the Interested Parties.

Affected parties both within and outside of ERGO Network will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excluded from deliberations about the issue.

### 4. Disciplinary Action

All Conflicts of Interest will be reviewed on a case-by-case basis. The Board or the Director can decide what disciplinary action is appropriate and necessary for disclosed Conflicts of Interest. The person accused has the possibility to appeal this decision by taking the matter to the Board.

If the Board members or Director reasonably believe a Board member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual's response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organisation.

## **Article IV – Acknowledgment**

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them within ERGO Network, including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with ERGO Network

Name (printed): \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

Signature: \_\_\_\_\_

