

Talebeyiz Biz Association

**CONFLICT OF INTEREST
POLICY DOCUMENT**



1. Policy Statement

Talebeyiz Biz Association (TBD) recognizes that conflicts of interest occur when personal interests may compromise decision-making processes. TBD is committed to operating in a manner that ensures personal interests do not influence decisions or evaluations. This policy sets forth the principles, rules, and procedures for preventing and managing conflicts of interest.

2. Scope of the Policy

This policy applies to all individuals and entities associated with TBD, including Board members, paid and volunteer staff, association members, and partnering institutions. It is the responsibility of TBD to ensure that the procedures outlined in this document are communicated to and understood by all relevant stakeholders.



3. General Policy

3.1 Individuals associated with TBD are prohibited from using their position or influence gained through their relationship with the organization's stakeholders for personal gain.

3.2 Individuals associated with TBD acknowledge that conflicts of interest may arise when personal interests compromise their ability to act in the best interests of the organization, especially in financial decision-making. They are required to avoid such conflicts of interest.

3.3 Individuals associated with TBD must clearly acknowledge and declare any potential or actual, financial or non-financial conflicts of interest resulting from their relationship with TBD. This declaration is submitted to the Board for impartial review and necessary action. If a conflict of interest involves a Board member, that individual will not participate in meetings where the conflict is assessed.

3.4 In the event of a conflict between personal interests and the institution's interests, the conflict is addressed and resolved in line with the principle of transparency.

3.5 Individuals associated with TBD are prohibited from leveraging the institution's business relationships to seek or grant favoritism, personal benefits, or inappropriate/illegal advantages.



Our Policy

4. Abuse of Position

4.1 Individuals associated with TBD commit to refraining from decisions or actions that serve personal interests and negatively impact other employees, beneficiaries, or entities connected to TBD. They must not directly or indirectly engage in, or condone others engaging in, acts of moral turpitude, such as theft or fraud. Any involvement in such actions is to be reported to the Board of Directors.

4.2 TBD employees and volunteers are prohibited from engaging in indirect personal business relationships with beneficiaries, clients, suppliers, or other stakeholders that could result in personal gain through monetary transactions, gifts, or requests for favoritism. They must not borrow from or lend money to, nor accept gifts or privileges from, these parties, except for symbolic gifts in line with traditional customs.

4.3 TBD employees and volunteers acknowledge that, under the law, direct offers, payments, or privileges extended as bribes by beneficiaries, clients, suppliers, or other stakeholders to TBD employees or volunteers constitute criminal acts and are subject to legal punishment. They are strictly prohibited from accepting any personal payments or bribes, either directly or indirectly.

5. Nepotism and Favoritism in Hiring

5.1 All appointments are made based on merit, inclusion, and in adherence to non-discrimination principles. Hiring and procurement processes are conducted with transparency, fairness, and openness.

5.2 Individuals associated with TBD must not engage in favoritism or provide preferential treatment to relatives, friends, or affiliated organizations. Any behaviors that could be perceived as favoritism must be avoided.

5.3 To prevent potential conflicts of interest, individuals associated with TBD are required to disclose any personal connections with job applicants or candidates. They must recuse themselves from any hiring or procurement process where a conflict of interest may arise.



6. Paid Employment Contracts and Consultancies

6.1 Individuals associated with TBD are not prohibited from applying for paid positions or consultancies with TBD; however, no preferential treatment will be granted in such cases. When engaged in work unrelated to TBD, they must not use privileged institutional information belonging to Board members or their affiliated organizations.

6.2 TBD ensures that decision-making processes related to paid employment and consultancies are conducted with full transparency.

6.3 TBD employees may engage in part-time consultancies or similar roles with other organizations and receive compensation. In such cases, employees are required to disclose all contracts and relevant details to the Board of Directors.

TBD Conflict of Interest Policy was approved and came into effect by the TBD Board of Directors on 16.10.2024.

