


COAST Foundation. Conflict of Interest Policy. Revised June, 2022

1. **Objectives:**
 - a. to protect the organizational interests
 - b. to stop the private interest of the staff, and/or the vendors/suppliers.
 - b. to know the relatives if doing job in the organization
 - c. not to involve the relatives in any activities of the organization.
 - d. to stop the use of organizational resources for personal interest beyond the respective policies in place.
2. There is a clause in the COAST Human Resource and Administration Management Policy that relatives of the present staff can be recruited in the organization.
3. **Definition of relatives:**
 - a) Mother/Father, b) Son/Daughter, c) Brother/Sister, d) Aunt/Uncle, e) Nephew/Niece, f) Cousin, h) Brother-in-law/Sister-in-law.
4. **Methodology for preparation:**

The policy has been prepared taking participation through representation of all level staff
5. **Scope:**

The policy will be applicable for all staff, members of EC/GC, volunteers, vendors/suppliers, consultants, program-participants.
6. **Declaration:**
 - a. Senior staff who have relatives in this organization, will declare and fill-up the “**declaration of Conflict of Interests about relatives**” through a prescribed form and submit it at his/her base office.
 - b. Senior colleagues also should submit this declaration to the Central Human Resource Section by 7 days of recruited staff. The copies of declaration will be preserved in the personnel file (central and field) of both staff.
 - c. The declaration will be verified by the immediate supervisor and Central Human Resource Section.
 - d. The submission of declaration should be applicable for all staff of the organization.
 - e. Any relative staff will not influence or involved for each other’s facilities for increase/decrease, promotion etc. in the organization.
7. **Purchase or getting services:**
 - a. No purchase can be made or service can be taken from a vendor or supplier who is the relative(s) of a staff.
 - b. No purchase can be made or service can be taken from the enlisted vendor(s) or supplier(s) of the organization.
7. **Duties and responsibilities of staff/volunteers**
 - a. All staff must read this policy, they should have clear understanding on this. They have to abide by this.
 - b. Management action can be taken against those who violate this.


Rezaul Karim Chowdhury
Executive Director
COAST Foundation


Dr. Tofail Ahmed
Chairperson
COAST Foundation



8. **Approved by Executive Committee (EC), effective date and monitoring**

The review of this policy has been approved unanimously in the 115th EC meeting held on 24 June, 2022 and be effective in no delay. Deputy Executive Director will monitor the implementation progress of this policy in the organization before the actual damage of the organizational resources.

9. **Orientation**

The policy will be oriented to the staff and program-participants anonymously.

10. **Review of this policy:**

This policy will be reviewed before or in June, 2025 with the significant changes made in the national and international laws, policies, human rights declaration.



Rezaul Karim Chowdhury
Executive Director/Member-Secretary
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