

CIMR- CONFLICT OF INTEREST POLICY

1. PURPOSE

To protect CIMR's integrity and ensure that all decisions are made in the best interest of our beneficiaries, not for personal gain. This policy applies to all Board Members, Staff, Volunteers, and Consultants of CIMR.

2. WHAT IS CONFLICT OF INTEREST?

A conflict arises when a person's personal, family, or financial interest could influence, or appear to influence, their decisions for CIMR. Examples: A Board Member's relative company bidding for CIMR procurement, Staff member hiring their own relative without disclosure, Accepting gifts, commission, or favors from vendors/donors, Using CIMR resources for personal business

3. KEY PRINCIPLES

Duty to CIMR First: Interest of beneficiaries comes before personal interest

Disclosure: All actual or potential conflicts must be declared

Transparency: Declared conflicts will be recorded and managed

No Secret Benefit: No one should gain personally from their position in CIMR

4. DECLARATION REQUIREMENTS- Who When to Declare.

How- Board Members At joining + Annually + Before any decision, Fill "Conflict of Interest Declaration Form." Staff- At joining + When new conflict arises. Inform Head + HR. Vendors/Relatives- Before any contract. Declare in quotation/bid

5. MANAGEMENT OF CONFLICTS

Once disclosed, the following steps will be taken:

Recorded: Conflict noted in meeting minutes / HR file.

Recuse: The person will not participate in discussion or voting on that matter

Alternative: Decision will be taken by other unbiased members

Monitor: Secretary will monitor to ensure no undue influence

6. SPECIFIC RULES

Procurement: No staff/board member or their close relatives can be vendor without EC approval + 3 quotations

Employment: Recruitment of relatives must be disclosed. Cannot be direct reporting

Gifts: No gifts >₹500 accepted from vendors, donors, or parents

Outside Work: Staff cannot do paid work that competes with CIMR without permission

Use of Assets: CIMR property, name, or contacts cannot be used for personal benefit

7. CONFIDENTIALITY

Information gained through CIMR position cannot be used for personal advantage.

8. BREACH OF POLICY

Failure to disclose or manage conflict will be treated as misconduct.

Action may include: Warning, Recovery of loss, Suspension, Termination, or Removal from Board as per bye-laws.

9. ANNUAL REVIEW

All Board Members and HODs will sign annual declaration. Policy reviewed every 2 years.