NAPA

NAPA Conflict of Interest Policy

Purpose
This Conflicts of Interest Policy outlines the procedures and guidelines that NAPA's employees, volunteers and board members, must adhere to in order to identify, manage, and disclose potential conflicts of interest that could compromise NAPA's integrity and mission.

Definition of Conflict of Interest
A conflict of interest arises when an individual's personal, financial, professional, or other interests could interfere with their ability to make objective decisions that are in NAPA's best interests.

Identification and Disclosure
All individuals associated with NAPA are responsible for:
- Regularly assessing their activities, relationships, and interests to identify potential conflicts.
- Disclosing any actual or potential conflicts of interest to the CEO.

Examples of Conflicts of Interest
Examples of situations that may give rise to conflicts of interest include, but are not limited to:
- Financial interests in organisations that have a relationship with NAPA.
- Relationships with suppliers, contractors, or partners that could influence decision-making.
- Dual roles or commitments that may divert time and attention from NAPA's interests.

Management of Conflicts
Upon disclosure of a potential conflict of interest, NAPA will:
- Review the situation to determine if a conflict exists and the level of risk it poses.
- Develop appropriate measures to manage or mitigate the conflict.
- Consider recusal from decision-making related to the conflict, altering roles, or other necessary actions.

Board Member Conflicts
Board members shall:
- Avoid situations where their personal or financial interests could conflict with their fiduciary duty to NAPA.
- Declare any potential conflicts of interest during board meetings and recuse themselves from relevant discussions and decisions.

Transparency and Documentation
All conflicts of interest and their resolution shall be documented, including the nature of the conflict, individuals involved, steps taken to manage the conflict, and outcomes.

Annual Declarations
Employees, volunteers, and board members shall annually sign a declaration confirming their understanding of the policy and disclosing any existing or potential conflicts of interest.

Review and Update
This Conflicts of Interest Policy will be reviewed periodically to ensure its effectiveness and relevance. Updates will be made as needed to address changes in the organisations structure or legal requirements.

By adhering to this Conflicts of Interest Policy, we uphold NAPA's values and credibility and ensure that decisions are made in the best interests of the organisation and its beneficiaries.