



HADO

(REBUILDING PEACE IN OUR COMMUNITIES)

CONFLICT OF INTEREST POLICY

**HUMAN APPEAL DEVELOPMENT ORGANIZATION
[HADO]**

JUNE 2024



Organizational Background:

Human Appeal Development Organization (**HADO**) is a national NGO founded in 2020. HADO is legally registered with South Sudan Relief and Rehabilitation Commission in 2021 Juba County, Central Equatoria State. HADO was established mainly to strengthen, transform, and uplift the lives of vulnerable people and empower the local communities through provision of basic social services such as protection, WASH, Nutrition, Education, reduce HIV/AIDS spread, and improve food insecurity and livelihood both at household and community levels.

HADO envisions an 'Empowered society where all people are equally able to prosper and realize their great dreams'. While our mission is to strengthen, transform, and uplift the lives of vulnerable people through relief assistance and empowerment programs.

Our Core Values include;

1. Transparency and Accountability
2. Justice and Equity
3. Participation and Inclusion
4. Professionalism and Respect for Human Right

Understanding Conflict of Interest:

Conflict of interest occurs when an individual's personal interest's family, friendships, financial, or social factors could compromise his or her judgment, decisions, or actions in the workplace.

Conflicts of interest are a clash that most often occurs between requirements and interests. Various types of conflicts of interest can occur because of the nature of relationships versus rules of organizations or national and state laws. People can easily become biased (have an unfair preference) because of small things like friendship, food, or flattery, or they may be influenced to make a decision because of the potential to gain power, prestige, or money.

Conflicts can occur when an individual makes or influences a decision and does so for some personal gain that may be unfair, unethical, or even illegal. The important part is what you do in each of those situations. Do you allow your family, friendship, financial, or inside knowledge affect your actions? If you do, you could be violating state statute and university policy.

In our work lives, we also have interests that could influence the way we do our jobs and the decisions we make. Even if we never act on them, there may be an appearance that a conflict of interest has influenced our decisions. Consider this example. Your supervisor is promoted to department director. His daughter-in-law is hired as a new supervisor within the institution but is not reporting to him.

Transparency (being completely open and frank) becomes important when dealing with both actual and potentially perceived conflicts of interest. Perception happens when an individual observes something (behavior or activity) and comes to a conclusion. Perceiving a conflict of interest does not make it a conflict of interest. The true test of verifying whether a matter is just a potentially perceived conflict of interest, or an actual conflict of interest, is disclosure.

Article I – Purpose:

The purpose of this policy is to protect the interests of **(Human Appeal Development Organization)** by: (a) preventing the personal interest of the Board, Employees, and Independent Contractors from interfering with their duties to the organization 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 federal, state, or local laws regarding conflicts of interest.

Article II – Persons Concerned:

This statement applies to Board Members, Officers, and all Employees who can influence the governance and actions of Human Appeal Development Organization, South Sudan. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or have proprietary information regarding **Human Appeal Development Organization**.

Article III – Procedures:

Duty to Disclose

Each Member, Director, Officer, Employee, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

Investigating Conflicts

When a potential Conflict of Interest is disclosed, the Governing 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.

Addressing a Conflict of Interest:

If the Board 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 or (b) terminating employment with **(Human Appeal Development Organization)**.

Affected parties both within and outside of **(Human Appeal Development Organization)**, including shareholders, directors, employees, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.

Disciplinary Action:

All conflicts of interest will be reviewed on a case-by-case basis. The board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the governing officers reasonably believe a 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 organization.

Notice of Annual Statements:

Every Member, Director, Officer, Employee, and any other Interested Person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office, employment, or other relationship with **(Human Appeal Development Organization)** and must do so annually. Failure to sign does not nullify the policy.

Article IV – Acknowledgment:

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with **(Human Appeal Development Organization)**, including their duty to disclose any known or potential.

Conflicts of Interest.

Conflicts of Interest.**Signatories Authorities:**

The signee agrees to abide by the procedures set forth by this policy for the
Duration of their relationship with (**Human Appeal Development Organization**).

Reviewed and approved by:

Name: George Lujang

Title: Board Chairperson

Date: 25/06/2024 25/6/2024

Signature: 

