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**RAKTA  
SANJEEVANI**

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# CONFLICT OF INTEREST **POLICY**

Integrity first & Always.

**Address**

Bebejia Gaon, Titabar, Jorhat, Assam- 785630

# CONFLICT OF INTEREST POLICY

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**Effective Date: 05/04/2021**

**Approved By: Sri Apurba Gohain, Secretary**

## 1. Policy Statement

Rakta Sanjeevani (NGO) is committed to maintaining the highest standards of **integrity**, **transparency**, and **ethical conduct**. A *conflict of interest* exists when an individual's personal or professional interests could influence or appear to influence their ability to act in the best interest of the organization. This policy applies to **all** employees, board members, and volunteers.

## 2. Declaration of Conflict

All individuals covered by this policy must:

- **Disclose:** Immediately disclose any potential, actual, or perceived conflict of interest to their supervisor or the Executive Director.
- **Recuse:** In situations where a conflict exists, the individual must recuse themselves from any decision-making process related to that matter.

## 3. Examples of Conflict of Interest

- Accepting a gift, favor, or loan from a beneficiary or partner that could influence a decision.
- Hiring a family member without a transparent and fair recruitment process.
- Using confidential organizational information for personal gain.
- Holding a position in a competing organization or a partner organization that may create a conflict.

## 4. Policy Review

This policy will be reviewed every two years to ensure its continued relevance and compliance.

**Approved By: Sri Apurba Gohain, Secretary**

**Date: 05/04/2021**

## **Summary**

This document outlines Rakta Sanjeevani's Conflict of Interest Policy, emphasizing the importance of integrity, transparency, and ethical conduct. It details the responsibilities of all employees, board members, and volunteers in disclosing and recusing themselves from situations where conflicts of interest may arise. The policy also provides examples of conflicts of interest and mandates a bi-annual review to ensure continued relevance and compliance.



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# ORGANIZATION POLICY

*Transparency in action. This policy provides a  
safe space for you to speak up without fear.*

***Created on  
05/04/2021***

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