



Conflicts of Interest Policy

1. Introduction:

PKSF has adequate management policies, processes and practices in place to encourage effective control and management of conflict of interest situations. PKSF encourages their officials to disclose and discuss matters related to conflict of interest and provide reasonable measures to protect disclosures from misuse by others. PKSF has created and sustained a culture of open communication and dialogue concerning integrity and its promotion.

2. Aim of this Policy:

This Policy aims to ensure that the officials of PKSF are aware of their obligations to disclose any conflict of interest which could improperly influence the performance of their official duties and responsibilities.

3. Scope of this Policy

This policy applies to all the employees of PKSF.

4. Definition of Conflict of Interest:

A conflict of interest involves a conflict between the official duty and private interests of an official, in which the official has private-capacity interests which could improperly influence the performance of their official duties and responsibilities (<https://www.oecd.org/gov/ethics/49107986.pdf>).

A conflict of interest may involve financial interests, or those interests which generate a direct personal benefit to the official such as: personal affiliations and associations, and family interests, if these interests could improperly influence the official duties of an employee.

5. Conflict of Interest Situations:

There are some specific clauses on conflict of interest situations in chapter eight of the PKSF Service Rules 2014. Those are mentioned below:

- 5.1 The employees of PKSF shall keep themselves away from the activities contrary to the interest of PKSF or unexpected of PKSF.
- 5.2 No employee of PKSF shall, unless so directed by the authority, ever disclose or exchange, directly or indirectly the information, official files and its copies preserved in his/her custody to any partner or any other organizations or mass-media or in public. No information or statement can be dispatched that harms the image of PKSF.
- 5.3 The employees of PKSF shall refrain from participating in any political activities, directly or indirectly, and from rendering financial assistance to such activities.
- 5.4 The employees of PKSF cannot participate directly in the national parliamentary elections or any election of the local government and cannot conduct election campaigns or participate in fundraising for such purposes. However, subject to the



approval of the authority, they can participate in the elections of professional institutions and bodies.

- 5.5 Any employee of PKSF or any member of his/her family shall refrain from receiving expensive gifts or financial or non-financial facilities from any Partner Organization (PO) or any person/institution connected with the activities of PKSF.
- 5.6 The employees of PKSF shall refrain from receiving any gift or financial benefits from any product or service providing (financial or non-financial) institution.
- 5.7 No employee can, without the permission of the authority, engage in any service or any kind of trade and commerce directly.
- 5.8 No employee can invest in any trade/business which may embarrass or manipulate PKSF.
- 5.9 No employee can, with or without interest, either receive loans from any other employee of PKSF or any person/institution concerned with the activities of PKSF or provide loans to them.
- 5.10 In order to receive loans from an institutional or non-institutional source, an employee of PKSF shall have to take prior permission from the authority.
- 5.11 During the discharge of official duties, if any member or close relative of any employee or any employee working in any institution related, directly or indirectly, to the activities of PKSF or matters concerned therewith, then s/he shall not involve in the work/matters concerned and shall inform the superior authority.
- 5.12 No property of PKSF can be used for personal interest.
- 5.13 Neither the money of PKSF can be misappropriated nor can any attempt be made to misappropriate it through any means.
- 5.14 None can participate in theft, forgery, dishonesty and deceit relating to work or property of PKSF and/or provoke others to participate therein.
- 5.15 The employees cannot invest in any kind of investment or approve any of her/his family member to do such, if any investment subsequently influence in doing her/his work for PKSF or make undue hesitation situation in discharging her/his duties.
- 5.16 No employees of PKSF can establish, register or manage a bank or any other company.
- 5.17 No direct/indirect benefit can be taken from colleagues and other persons, or no financial transactions should be made, or no involvement with the abovementioned persons or institutions related to PKSF, which can negatively affect their decisions to protect the interest of PKSF, is allowed.
- 5.18 Any conduct causing sexual harassment to the colleagues and all other persons or the female officers/staff of the institutions related to PKSF is absolutely prohibited.
- 5.19 No employee can personally visit or work as a consultant in exchange of direct or indirect fees in such organizations which have prospects of getting fund from PKSF.
- 5.20 Employees other than specified superintending or responsible officers having defined scope of supervision on organizations have to refrain from providing any consultancy to them.



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5.21 If any close relative of any employee works in any Partner Organization, it shall have to be disclosed to the superior officers.

6.0 Compliance with this Policy:

If an employee fails to comply with the policy, it will be regarded as 'Misconduct'. In that case PKSF will take actions against the employee for the misconduct as per the PKSF Service Rules 2014.