

CONFLICT OF INTEREST POLICY VOLUNTARY HEALTH ASSOCIATION OF TRIPURA (VHAT)

Scope:

VHAT's conflict of interest policy applies to all prospective or current employee of the organization, as well as Independent contractors and person acting on behalf of the organization.

Purpose:

The purpose of the policy is to set out the VHAT's approach to identify and manage conflicts of interest which may arise during the course of its day-to-day activities.

Policy:

Conflict of interest may occur whenever an employee's interest in a particular subject may lead them to actions, activities or relationships that undermine the organization and may place it to disadvantage. To avoid conflict of interest the senior management should:

- ✓ Lay down policies and internal procedure to identify and avoid or to deal or manage actual or potential conflict of interest.
- ✓ Develop measures to prevent or limited any person from exercising inappropriate influence over the way on which the service is carried out.
- ✓ At all-time maintain high standards of integrity in the conduct of its transaction.
- ✓ Ensure fair treatment of the organization's associates & partners and not discriminate amongst them.
- ✓ Ensure that its personal interest dose not, at any time conflict with its duty on its associates and associate's interest always takes primacy in its advice, investment decisions and transactions.
- ✓ Make appropriate disclosure to the partners and associates of possible source of potential areas of conflict of interest which would impair its ability to render fair, objective and unbiased service.
- ✓ Not to communicate the material non-published information while dealing with third party.
- ✓ Not in any way contribute to manipulate the financial data of the organization.
- ✓ Not share information received from associates or pertaining to them, obtained as a result of their dealings, for its personal interest.

The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when an employee understand or suspects that a conflict of interest exists, they should bring this matter to the attention of management so corrective action may be taken. Supervisor must also keep an eye on potential conflict of interest of their subordinates. The responsibility of resolving a conflict of interest starts from the immediate supervisor and may reach senior management. All conflict of interest will be resolve as fairly as possible. Senior management has the responsibility of the final decision when a solution can not be found. In general, employees are advised to refrain from letting personal and /or financial interest and external activities come into opposition with the organization's fundamental interest.

Compliance with the conflict-of-Interest Policy

The senior management of the organization shall confirm the compliance with the policy annually and therefore at the beginning of each financial year, the employees or its associates should sing a conflict-of-interest statement starting that they will disclose the same before the transaction happens,

Employee/ associates should inform about any possible conflict in any from with the senior management.

Si Kha Saha

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