

Community Action for Rural Development (CARD) Conflict of Interest Policy

1. Purpose:

The purpose of this Conflict of Interest Policy is to ensure that all board members, staff, volunteers, and representatives of Community Action for Rural Development (CARD) act in the best interests of the organization and avoid situations where personal, financial, or other interests may conflict with their duties and responsibilities.

2. Scope:

This policy applies to:

- Members of the Executive Committee/ General Body/Office Bearers.
- Employees and consultants
- Volunteers and interns
- Any individual representing CARD in official capacity

3. Definition of Conflict of Interest:

A conflict of interest arises when an individual's personal, financial, or professional interests interfere, or appear to interfere, with their ability to act in the best interest of CARD. Conflicts may be:

- Actual: A direct conflict exists
- Potential: A conflict could arise in the future
- Perceived: A situation that may appear to be a conflict to others

Examples include:

- Financial interest in a vendor or contractor engaged by CARD
- Family or close personal relationships influencing decision-making
- Acceptance of gifts or benefits that may affect impartiality
- Use of CARD resources for personal gain.

4. Disclosure of Interests:

- All covered individuals must disclose any actual, potential, or perceived conflicts of interest in writing.
- Disclosures must be made at the time of appointment/employment and updated annually or whenever a new conflict arises.
- A Conflict of Interest Disclosure Form shall be maintained by the organization.

5. Procedures for Managing Conflicts:

- The individual must declare the conflict as soon as it is identified.
- The concerned person shall abstain from participating in discussions, decision-making, or voting related to the matter.
- The Board or designated committee will review the disclosed conflict and determine appropriate action.
- All decisions regarding conflicts shall be documented in meeting minutes.

6. Prohibited Conduct:

Individuals associated with CARD must not:

- Use their position for personal or financial advantage
- Influence decisions for the benefit of themselves, family, or associates
- Accept bribes, commissions, or inappropriate gifts

7. Confidentiality:

All individuals must maintain confidentiality of sensitive information obtained through their association with CARD and must not use such information for personal benefit.

8. Record Keeping:

- All disclosures and decisions related to conflicts of interest shall be properly documented and securely maintained.
- Records shall be reviewed periodically for compliance.

9. Non-Compliance:

Failure to disclose a conflict of interest or violation of this policy may result in disciplinary action, including termination of employment or removal from board membership.

10. Review of Policy:

This policy shall be reviewed and updated periodically (at least once every three years) to ensure its relevance and effectiveness.

11. Acknowledgement:

All individuals covered under this policy must sign an acknowledgment stating that they have read, understood, and agree to comply with this Conflict of Interest Policy.

Adopted by: Community Action for Rural Development (CARD)

Effective Date: 12.03.2026

Review Date: 12.03.2029

**P.VEDACHALAM
SECRETARY & PROGRAM DIRECTOR**