

## **Corruption Watch Conflict of Interest Policy**

All employees must act in the best interest of CW in all dealings with persons or entities who engage the services of CW, whose services are provided to CW, independent contractors engaged by CW, consultants engaged by CW and their fellow employees.

Participation by employee in the purchasing process, collection or evaluation of quotes, granting of tenders or the appointment of consultants or independent contractors where a husband, wife, blood relative, relative by marriage, family friend or business associate of the employee has an interest or is involved as a third party is not permitted.

An employee must immediately disclose in writing to his or her immediate manager any possible conflict of interest and such employee must immediately withdraw from the particular decision-making process. Failure to do so will be regarded as a serious, dismissable offence.

CW acknowledges the desirability and even the necessity of practice for outside exposure and experience for employees in certain circumstances.

Employees may do outside work only if it is done outside normal working hours or during their vacation leave and with the permission of the Head of Department.

Outside employment may not prejudice the effective execution of the employee's duties at CW. Approval must be acquired as per the employment contract. The granting of approval to engage in outside employment is subject to the employee carrying out his / her CW duties satisfactorily.

Outside employment that is done in a private capacity, may not be advertised or performed in the name of CW. The impression may not be created that the work is done in the name of CW.

Contravention of this policy can lead to the withdrawal of permission and / or appropriate disciplinary action being taken.

Gifts to CW may be received on behalf of CW by the executive director or any person authorized by the executive director only. Such gifts must be recorded in CW's asset register.

Where CW receives gifts, all the prerequisites set by the donor for the donation must be disclosed to the rest of CW's management.

If acceptance of the gift could be prejudicial to the good name of CW, the gift must be refused.

The restrictions in relation to the receiving of gifts as provided for below, do not apply to small gifts such as stationery, calendars and occasional business lunches. As a guideline the restrictions apply in relation to gifts with a value exceeding R300.00.

Gifts may not be accepted by an employee in a private or official capacity from persons or entities who engage the services of CW, whose services are provided to CW, independent contractors engaged by CW or consultants engaged by CW where the perception may arise that the gift will lead to preferential treatment for the said person or entity donating the gift.

Any such gifts to the husband, wife, blood relative, relative by marriage or family friend of an employee or to an entity in which an employee has an interest are also subject to these rules.

A gift to an employee must be disclosed in writing to the executive director prior to acceptance or within five working days after receipt.

Gifts given for marketing purposes up to the value of R300.00 may be accepted by employees and need not be declared.

This policy also applies to money, sponsorships or endowments received as a gift by an employee.