

Conflict of Interest Policy

1. Principle

- a. The staff of Rozi Roti Foundation aspires to the highest levels of ethical conduct in all of their work for the organization.
- b. Rozi Roti Foundation strongly believes that its work for the poor and marginalized benefits from having members of its staff with current and past experience in the not-for-profit sector and in the substantive fields in which Rozi Roti Foundation works. Given the broad experience and interests of Rozi Roti Foundation's staff, from time to time, staff may serve as officers, employees, directors, trustees, or consultants to an organization under consideration for Rozi Roti Foundation's support or for provision of goods or services. Consequently, transactions may arise during the ordinary course of Rozi Roti Foundation's work where conflicts of interest are present.
- c. Rozi Roti Foundation has adopted a conflict of interest policy to ensure the legal and ethical integrity of its decision-making and to make clear that no organization or individual benefits inappropriately because of a relationship with either staff, partners or Board Members of Rozi Roti Foundation.

2. Prohibited Transactions

While initiating partnership, appointing consultants and entering into other services agreements the organisation shall be driven by the following (where financial involvement exists):

- a. We shall not engage in partnership with any organization or individual where the concerned official of Rozi Roti Foundation is a board member of that organization, or respective Rozi Roti Foundation official is related to any of the board members/management team members of that organization or that individual.
- b. Due care needs to be exercised in the appointment of consultants so that it does not cause conflict of interest. We shall not appoint any consultant or service provider who is affiliated (member of board/staff member) with an organization where a Rozi Roti Foundation official is also a board member of any such organization.
- c. This principle will apply for all consultancies and services, small, long term and large.
- d. We shall also not appoint any consultant and other services provider who is a close relative of either a Rozi Roti Foundation staffer or of Rozi Roti Foundation's Board members and partners.

3. Procedure for Related Party Transactions

- a. If we have to involve financially with any related party under any exceptional circumstance, then the Board of Directors will give a formal approval.
- b. Formal approval will involve submission of a note to the Board of Directors describing the nature of involvement and relationship, explanation on exceptional circumstances, task, financial involvement and period of transactions.

4. Disclosure of Related Party Transactions

- a. Our year end statutory accounts will disclose related party transactions as per the generally accepted accounting and auditing standards.

5. Disclosure of Existing Related Party Transactions

- a. All Rozi Roti Foundation staff will have to disclose their all existing related party transactions at the time of joining the organisation or as soon as it is known. This

disclosure should include-nature of involvement and relationship, circumstances, task, financial involvement and period of transaction. This disclosure note must be submitted to Managing Director.

6. Definition of Relative

For the above purpose of this policy relative means:

- i. Spouse/parents of the individual;
- ii. Brother or sister of the individual or their children;
- iii. Brother or sister of the spouse of the individual or their children;
- iv. Brother or sister of either of the parents of the individual or their children;
- v. Any lineal ascendant or descendant of the individual;
- vi. Any lineal ascendant or descendant of the spouse of the individual;
- vii. Spouse of the person referred to in clauses (6.a.i) to (6.a.vi).