

Uttaran

Conflict of Interest Policy

Community Mobilization

Poverty Eradication

Environmental Justice

Contact Information:

Head office: Flat # B1, House # 32, Road # 10/A, Dhanmondi, Dhaka 1209

Regional Office: Mobarakpur, Tala, Satkhira- 9420

Email: uttaran.dhaka@gmail.com

Website: www.uttaran.net, Contact no: +880-1711828305, +880255000691

Facebook: www.facebook.com/org.uttaran, Twitter: @Org.Uttaran, Instagram: org.uttaran

Flat-B1, House 32, Road 10/A, Dhanmondi, Dhaka-1209

<p>Date: 30 September 2014</p> <p>Approved by on behalf of executive board</p> <p>Date: 02 November, 2020</p> <p>Approved by on behalf of executive board</p>	<table><tr><td>Shahidul Islam</td><td>Dr Nazrul Islam</td></tr><tr><td>Director</td><td>Chairman</td></tr><tr><td> </td><td> </td></tr><tr><td>Shahidul Islam</td><td>Sarder Md. Rezaul Karim</td></tr><tr><td>Director</td><td>Chairman</td></tr></table>	Shahidul Islam	Dr Nazrul Islam	Director	Chairman			Shahidul Islam	Sarder Md. Rezaul Karim	Director	Chairman
Shahidul Islam	Dr Nazrul Islam										
Director	Chairman										
Shahidul Islam	Sarder Md. Rezaul Karim										
Director	Chairman										
<p>Recommended by</p>	<p>Haridas Malakar, Coordinator (Accounts and Finance)</p>										


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

Index

1. Section-1: Purpose	4
2. Section-2: Person Concerned	4
3. Section-3: Areas In Which Conflict May Arise	4
4. Section-4: Nature Of Conflicting Interest	4
5. Section-5: Interpretation Of This Statement Of Policy	5
6. Section-6: Disclosure Of Policy And Procedure	5
CONFLICT OF INTEREST DISCLOSURE STATEMENT	6
1. Name of employee or board member	6
2. Capacity	6
3. The following question must be completed if any affiliated person provided service to the organization it should be describe relationship between organization and he/she:	6
GIFT POLICY AND DISCLOSURE FORM	8
Gift Statement	8


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

SECTION 1. PURPOSE

Uttaran is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the country regulatory and tax officials view the operations of organization as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between Uttaran and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of organization honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of organization. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with him/her or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of organization. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning area.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties


1. Persons and firms supplying goods and services to the organization.
2. Persons and firms from who leases property and equipment.
3. Persons and firms with who is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting organization.
6. Agencies, organizations. and associations which affect the operations of Uttaran.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the organization.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with organization.


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

3. Receiving remuneration for services with respect to individual transactions involving organization.
4. Using time, personnel, equipment, supplies, or good will for other than approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with organization. Receipt of any gift is disapproved except gifts of a value less than BDT 1,000, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the director, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of organization.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE OF POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. Disclosure involving director should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

matters to the [board or a duly constituted committee thereof].

The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to organization. The decision of the [board or a duly constituted committee thereof] on these matters will rest in their sole discretion, and their concern must be the welfare of organization and the advancement of its purpose.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Preliminary note: In order to be more comprehensive, this statement of disclosure/ questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER:

2. CAPACITY: General Board
 Executive Committee
 Senior Staff
 Mid level Staff
 Other all staff

3. The following question must be completed if any affiliated person provided service to the organization it should be describe relationship between organization and he/she:

- 3.1 Have any affiliated persons provided services or property to organization in the past year?
- 3.2 Have you or any of your affiliated persons purchased services or property from organization in the past year?
- 3.3 Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which was or is a party?
- 3.4 Were you or any of your affiliated persons indebted to pay money to organization at any time in the past year (other than travel advances or the like)?
- 3.5 In the past years, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from organization or as a result of your relationship with organization, that in the aggregate could be any valued that were not or will not be compensation directly related to your duties to organization?


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

3.6 Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving organization?

3.7 Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by Organization's [board or a duly constituted committee thereof] in accordance with the terms and intent of organization's conflict of interest policy?

I do HEREBY CONFIRM that I have read and understand organization's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify [designated officer or director] immediately.

Signature

Date

GIFT POLICY AND DISCLOSURE FORM

As part of its conflict of interest policy, organization requires that board, director, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with organization or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1.

"Responsible Person" is any person serving as an officer, employee or a member of the board of director of organization.

Section 2.

"Family Member" is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3.

"Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to organization is not a "contract" or "transaction."

Section 4.

Prohibited gifts, gratuities and entertainment. Except as approved by the Chairman of the Board or


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh

his designee or for gifts of a any value which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with organization or,
2. Does or seeks to compete with organization or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with organization.


GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

Signature

Date


Chairman
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh


Secretary
UTTARAN
House No-32, (1st Floor) Road No-10/A
Dhanmondi R/A, Dhaka-1209, Bangladesh