

Local Governance Network (LOGNet)



CONFLICT OF INTEREST POLICY 2021

Introduction:

Local Governance Network (LOGNet) is an umbrella association of Civil Society Organisations working on local governance issues in Ghana to promote effective decentralisation and local governance through the promotion of citizens' participation in decision making and development. The Network was set up in 2003. In 2010, the Network was incorporated as a non-profit making entity limited by guarantee. LOGNet works to empower its members and all Ghanaian citizens to engage confidently and effectively in the decentralisation and local governance process.

LOGNET employees must conscientiously avoid any conflict between their own individual interests and the interests of LOGNET (a "conflict of interest").

Definition of "Conflict of Interest": A conflict of interest can arise in a variety of situations. A clear conflict of interest arises when a LOGNET employee or a member of the employee's family:

- Participates in the evaluation, selection, award, or administration of a contract or order for the purchase of goods or services that will directly or indirectly benefit the employee or the employee's family.
- Has a direct or indirect financial or other commercial interest in any party doing business with LOGNET.
- Stands to gain personally or individually from any transaction in which LOGNET is a party.
- Accepts gifts, favours, or anything of monetary value from vendors, including contractors, (except for unsolicited gifts of a nominal value, training, travel, materials, or other items provided for the benefit of LOGNET with supervisor approval).

Of course there are many other conflict of interest situations in addition to those described above. If an employee has a question about a potential conflict of interest situation, the employee should consult a supervisor.

This 'Conflict of Interest' Statement is not intended to discourage LOGNET employees from pursuing activities outside of LOGNET, rather its aim is to ensure that these activities do not compromise the integrity of LOGNET.

The following activities also have the potential to create a 'Conflict of Interest' situation:

- a) paid consulting engagements without prior consent of Management or Board of Trustees
- b) decision making role/responsibility in other stakeholder or partner organizations relevant to LOGNET

- c) position on Board of Directors for stakeholder or partner organizations, even if no decision making authority is involved.

Prior approval may be required from Management before engaging in activities that may involve receiving honoraria for speaking or writing engagements.

Definition of "Employee's Family": For the purposes of this Conflict of Interest Statement, an employee's family includes a spouse, brother or sister, parent, child or domestic partner.

Avoiding Perceived Conflicts of Interest: In addition to avoiding actual conflicts of interest, LOGNET employees must avoid giving the appearance of a conflict of interest to all people inside and outside of LOGNET.

Disclosure in Conflict Situations: All situations where there is a conflict of interest or perceived conflict of interest must be disclosed to an employee's immediate supervisor.

Managing of Certain Conflicts: When an actual or potential Conflicts of Interest has been identified LOGNET must properly assess and manage the Conflict of Interest to avoid adverse effects on employees and stakeholders. A materiality assessment shall be carried out, and appropriate mitigating measures shall be actioned if necessary. Generally, LOGNET shall apply a principle of independence whereby employees may not handle matters on behalf of LOGNET where he/she or a closely associated person or company may have an interest which conflicts with the interests of LOGNET.

Signing this Conflict of Interest Statement: Staff shall be made to sign and acknowledge that they have read and understand the contents of this Conflict of Interest Statement as indicated below:

Name:

Position:

Signature:

Prepared by:

Approved by:

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Management Rep.

Board of Trustees Rep.