

ForumCiv's Rules on Conflict of Interest

Areas of application

ForumCiv's rules on conflict of interest are applicable to all its operations and are to be applied by all employees, managers, consultants and board members.

Background

Conflict of interest in decision-making is not compatible with the ideals of ForumCiv. It is a form of corruption and is harmful since it puts the personal interests of the decision-maker(s) above the interests of the organisation.

Approved by: Anna Stenvinkel, Secretary General

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Responsible: Finance unit

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Rules applying to employees, managers, consultants and boardmembers of ForumCiv

A person should not participate in making decisions, nor prepare decisions, in cases where his/her impartiality can be challenged. The term “decision” includes, but is not limited to, employment, purchases, agreements, rejecting or granting of funds and choice of partners organisations.

A person is regarded as having conflict of interest:

- If he/she, or a close akin, is considered stakeholder/party, or if the outcome of the decision substantially could personally benefit or be detrimental to the person or a close akin.

A person can also have conflict of interest if there are other special circumstances that could rise question on his/her impartiality. These special circumstances can be:

- If a close friend or enemy to the person is stakeholder or party in a decision
- If the person is economically dependent of a stakeholder or party in a decision
- If the person is or have been involved in or committed to a stakeholder in such a manner that suspicion of impartiality could easily arise. (E.g. deciding or preparing decisions on grants to an organisation that the person has formerly been involved professionally or through voluntary engagement)

An employee/consultant that considers him-/herself as biased has an obligation to inform his/her superior of this circumstance. When in doubt the employee should ask his/her superior for advice. Boardmembers have an obligation to announce themselves biased when the circumstance arise.

If conflict of interest has been identified after a decision has already been made, the decision shall be repealed to the greatest extent possible. Preparation and decision-making shall then be redone without participation of persons who have been found to be in conflict of interest. Furthermore, the identified case of conflict of interest must be handled in accordance with ForumCiv’s Guidelines for Deviations and Suspected Corruption.

Rules applying to the relationship with ForumCiv’s partners

If conflict of interest within a partner organisation directly concerns the co-operation with ForumCiv, it should be handled in accordance with ForumCiv’s Anti-corruption policy and Guidelines for deviations and suspected corruption.

When decision-makers make biased decisions, it’s a serious sign that the organisation does not function properly. The democratic values, internal control, regulations and/or routines of the organisation are flawed. Thus, also in cases where biased decision of decision-maker(s) in a partner organisation is not directly linked to the cooperation with ForumCiv, it should be taken into consideration when ForumCiv evaluates the partner and partnership.

I have read and agree to comply with the Conflict of Interest during my term of employment or consultant contract with ForumCiv. I understand that violations of the Conflict of Interest may lead to disciplinary and/or legal action being taken against me.