



## **Conflicts of Interest Policy**

### **Purpose**

MANEPO has a mandate to conduct all of its affairs decently and above reproach. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.

Among MANEPO's Board of Directors, employees and partners, there exists a fiduciary duty, which carries with it a broad and unbending duty of loyalty. The Board and employees are responsible for administering the affairs of the organization honestly and prudently, and for exercising their best care, skill, and judgment. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with MANEPO for their personal benefit. The interests of the organization must have the first priority.

### **Persons concerned**

This policy is directed to Trustees and staff. For example, this would include all who make purchasing decisions and all who have proprietary information concerning MANEPO. **Staff and partners are expected to use good judgment, to adhere to high ethical standards, and to conduct their affairs in such a manner as to avoid any actual or potential conflict between their personal interests and those of MANEPO.**

### **Areas in which conflicts may arise**

Conflicts of interest may arise in the relations of Trustees, staff and with any of the following third parties:

1. Persons or entities supplying goods and services to MANEPO.
2. Persons or entities with whom MANEPO is dealing or planning to deal in connection with purchase of a property.
3. Persons or entities paying honoraria or royalties for products or services

4. Agencies, organizations, and associations that affect the operations of MANEPO

**Interpretation of this Policy**

The areas of conflicting interest listed above are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the Trustees and staff will recognize such areas and relation by analogy.

The fact that one of the interests described above 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 that it is necessarily adverse to the interests of MANEPO. However, it is within the mandate of this policy that the existence of any of the interests be disclosed before any service is consummated. It shall be the continuing responsibility of Trustees and staff to scrutinize their transactions with outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure should be made to the Executive Director who shall then determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated service/transaction may be authorized as just, fair, and reasonable as to MANEPO. The decisions on these matters are the sole discretion of the Executive Director and/or the Board. The concern must be the welfare of MANEPO and the advancement of its purposes.

**The Exceptions are:**

If any situation should arise which I believe may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the Executive Director or the Chairman of the Board

Name:

Signature:

Date: