

EDUVISION GHANA

Conflict of Interest Policy

Effective Date: 2023 | Reviewed Annually

1. Purpose

This policy ensures that all decisions made by Eduvision's board members, staff, volunteers, and partners serve the best interests of the organization and the communities it serves — not personal or private interests.

2. Scope

This policy applies to:

- Board members
- Staff
- Volunteers
- Partners and consultants working with Eduvision

3. What Is a Conflict of Interest?

A conflict of interest arises when an individual's personal, financial, or professional interests could influence — or appear to influence — their decisions on behalf of Eduvision.

Examples include:

- Awarding a contract to a business owned by a family member
- Making decisions that result in personal financial gain
- Using Eduvision's resources, information, or relationships for personal benefit
- Serving on the board or staff of an organization that competes with or has interests adverse to Eduvision

4. Disclosure Obligations

All individuals covered by this policy must:

- Disclose any actual or potential conflict of interest as soon as it arises
- Complete an annual conflict of interest declaration form
- Update their disclosure whenever circumstances change

Disclosures should be made in writing to the Executive Director (for staff and volunteers) or to the Board Chair (for board members).

5. Managing a Conflict of Interest

When a conflict is disclosed, the following steps will be taken:

- The individual must recuse themselves from any related discussion or decision
- The matter will be decided by those who have no conflict
- The conflict and the decision made will be documented in meeting minutes

6. Consequences of Non-Disclosure

Failure to disclose a conflict of interest is a serious breach of trust. It may result in:

- Removal from a role or position
- Termination of a contract or partnership
- Further action as appropriate

7. Review

This policy will be reviewed annually by the Board of Directors. Any updates will be communicated to all relevant parties.

Approved by the Board of Directors, Eduvision Ghana