



## **GOVERNANCE LINKS TANZANIA (GLT)**

### **CONFLICT OF INTEREST POLICY**

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**APPROVAL**

**APPROVED BY THE BOARD OF DIRECTORS**

James Njelwa

**BOARD CHAIR**

**5<sup>th</sup> APRIL 2024**

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## **1.0 BACKGROUND AND INTRODUCTION**

### **1.1 About Governance Links Tanzania Programme**

Governance Links Tanzania (GLT) is a non-Governmental Organisation that envision a society committed to social, economic and environmental sustainability through participatory governance. The mission of Governance Links Tanzania is to improve the quality of life of marginalised communities through promotion of effective governance and ensuring social, economic and environmental sustainability. Governance Links Tanzania was registered in 2008, with Certificate of Compliance Number 0904 of December 2008.

### **1.2 Purpose of Conflict of Interest Policy**

This conflict of interest policy is designed to help directors, officers, and employees of Governance Links Tanzania identify situations that present potential conflicts of interest and to provide Governance Links Tanzania with a procedure that, if observed, will allow a transaction, procurement, sub-granting, and community work to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the processes. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in state law, the law shall control. All capitalized terms are defined in Part 2 of this policy.

#### **1.2.1 Conflict of Interest Defined.**

For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

##### ***a. Outside Interests.***

- i. An Agreement or Transaction between Governance Links Tanzania and a Responsible Person or Family Member.
- ii. An Agreement or Transaction between Governance Links Tanzania and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.

##### ***b. Outside Activities.***

- i. A Responsible Person competing with Governance Links Tanzania in the rendering of services or in any other Agreement or Transaction with a third party.
- ii. A Responsible Person having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with

Governance Links Tanzania in the provision of services or in any other Agreement or Transaction with a third party.

**c. *Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:***

- i. does or is seeking employment, or to do business with, or is a competitor of Governance Links Tanzania or
- ii. has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from Governance Links Tanzania.
- iii. is a charitable organization.
- iv. under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Governance Links Tanzania.

## **2.0 DEFINITIONS**

- a. A “Conflict of Interest” is any circumstance described in Part 1 of this Policy.
- b. A “Responsible Person” is any person serving as an officer, employee, or member of the board of directors of Governance Links Tanzania.
- c. A “Family Member” is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- d. A “Material Financial Interest” in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person’s or Family Member’s judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a “material financial interest.”)
- e. An “Agreement or Transaction” is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship by Governance Links Tanzania. The making of a gift to Governance Links Tanzania is not an Agreement or Transaction within the meaning of this document.

## **3.0 PROCEDURES**

- a. Before board or committee action on and Agreement or Transaction, procurement, recruitment, sub granting, and community work involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at

the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to an Agreement or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Agreement or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of directors of Governance Links Tanzania has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the board of directors.
- e. Responsible Persons who are not members of the board of directors of Governance Links Tanzania, or who have a Conflict of Interest with respect to an Agreement or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to an Agreement or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Governance Links Tanzania's participation in such Agreement or Transaction.
- f. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

#### **4.0 CONFIDENTIALITY.**

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be averse to the interests of Governance Links Tanzania. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Governance Links Tanzania for the personal profit or advantage of the Responsible Person or a Family Member or the Responsible Person's company.

**5.0 REVIEW**

- a. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to Governance Links Tanzania. Each Responsible Person should also disclose to the board of directors any potential Conflict of Interest that may arise during the course of the year between the submission of annual disclosure forms. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- c. This policy shall be reviewed after every three years by each member of the board of directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Governance Links Tanzania

Conflict of Interest Information Form

Name: \_\_\_\_\_ | Date: \_\_\_\_\_

## 6.0 ANNEX/APPENDIX

### 6.1 Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated condition to the newborn screening panel. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_