

BRIDGIT WATER FOUNDATION

CONFLICT OF INTEREST POLICY

INTRODUCTION

The Board of Bridgit Water Foundation (BWF) is committed to high standards of ethical conduct in all aspects of our operations and interactions, and accordingly places great importance on making clear any existing or potential conflict of interest.

PURPOSE

This policy has been developed to provide a framework for:

- Board Members, partners, employees, volunteers, business associates and others in declaring conflicts of interest; and
- determining how to deal with situations of conflict.

POLICY

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of an individual or individuals to exercise objectivity, impartiality or mature decision making. Conflicts of interest can occur in pecuniary or non-pecuniary environments.

The BridgIT Water Foundation Board places great importance on making clear any existing or potential conflicts of interest that may occur relating to Board Members, partners, employees, volunteers, business associates and others. All such conflicts of interest shall be declared by the party concerned and documented in the BWF Conflicts of Interest Register.

When a Board Member, partner, employee, volunteer, business associate or other believes a conflict-of-interest situation or potential situation may occur or has occurred they should specify in writing the basis of this potential conflict. BWF Managing Director will be the point of contact for any correspondence relating to a conflict-of-interest situation.

Writing in the context in question includes communication by email, text messaging or facsimile transmission. Messaging sent to BWF over a social media platform will not be deemed to be a proper communication.

The Board may supplement the statutory definition of conflict of interest if it so wishes, in which case the same procedures shall apply.

RESPONSIBILITIES

The Founding Director is responsible for bringing this policy to the attention of prospective Board members and Partners and ensuring that they in turn bring it to the attention of employees, volunteers, business associates and others.

The Founding Director is responsible for ensuring that any individual involved directly with BWF is briefed on this policy.

All Board members, organisations and individuals involved with BWF are responsible for respecting this policy.

PROCEDURES

BWF BOARD OF DIRECTORS

Before a Board Member begins his or her service with the organisation, he or she shall file with the Founding Director a list of his or her principal business activities, as well as involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce a conflict of interest. This information should be documented in the Conflict of Interest Checklist.

Further, Members shall declare any conflicts of interest of which they become aware either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the Conflict of Interest Checklist.

Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the Board member concerned shall leave the room as soon as that item comes up for discussion. The concerned Board member shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present. The Board Member's abstinence should be recorded in the meeting minutes.

If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to the Ethics Sub-Committee. This committee will make a recommendation to the Board as to what action shall be taken.

Board members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Board member concerned.

'Conflict of interest' is defined as applying

1. in accordance with the statute, where a Board member stands to gain financially from any business dealings, programs or services of the organisation, other than where;
 - i. the Board member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
 - ii. the person is an employee of the organisation, and the financial gain is of a nature common to other employees.
2. under the bylaws of the organisation,
 - i. where the immediate family or business connections of a Board member stands to gain financially from any business dealings, programs or services of the organisation,
 - ii. where the person is an employee of the organisation,
 - iii. where a Board member or the ex-officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of [Name of Organisation].

BWF PARTNERS/ EMPLOYEES/VOLUNTEERS/BUSINESS ASSOCIATES AND OTHERS

BWF is committed to providing maximum benefit from our programmes to beneficiary communities by ensuring that our development funding, assets, and training remain strong and undiluted.

BWF endeavours to prevent situations where partners, employees, volunteers, business associates and others could illegally or unethically benefit, potentially benefit or be perceived to benefit from decisions or activities related to BWF sponsored or supported initiatives.

All personnel involved in discharging BWF programmes will:

- Identify potential conflict of interest situations that may exist or develop that could lead to an immoral benefit to themselves, their family, or their associates. In addition, any related problem that may cause harm in any way must also be identified.
- If a conflict-of-interest situation is identified, it must be reported to the nominated BWF representative. Any person subject of the breach must immediately step away from the case, providing this action will not seriously disrupt the programme or lead to far more harm than the incident in question.
- If possible, a breach, or potential breach, should be resolved between BWF's nominated site representative and the parties involved in the conflict-of-interest situation. If this is not possible, a summary of the incident must be forwarded to the BWF Managing Director for consideration and a course of action to be raised and implemented.
- If it is deemed necessary and can be completed without causing more profound harm, areas of a programme affected by a conflict-of-interest breach will be shut down or delayed until the situation is resolved.

If a conflict-of-interest situation is occurring and the individual (s) involved have not self-reported the incident, the following options are to be considered:

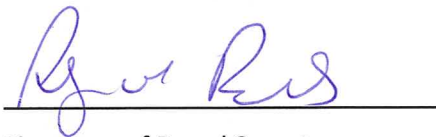
- BWF representative to intervene and prevent further involvement by the compromised party. In addition, a report of the incident must be forwarded to BWF General Manager as soon as possible.
- If the situation is a case of criminal activity, it must be reported to the local authorities as soon as possible. Personnel must follow lawful directions from competent legal authorities at all times.

The matter must be reported to BWF General Manager as soon as possible. If deemed necessary, BWF will halt the project until a satisfactory resolution is reached.

When a conflict-of-interest breach is complex or potentially far-reaching, the Managing Director of BWF will form a committee with two Senior Board members to discuss the situation and a resolution going forward. Decisions of this committee will be final, always considering they are legal within the jurisdiction in question and do not impinge on human rights or development in any way.

BWF may require Board members, partners, employees, volunteers, business associates and others to read and acknowledge their acceptance of, and willingness to comply with, the intent, or implied intent, of the BWF Conflict-of-Interest policy by reading, understanding and signing the BWF CONFLICT OF INTEREST DECLARATION and having it witnessed by an independent person.

AUTHORISATION



Signature of Board Secretary

BridgIT Water Foundation

Date of approval by the Board: -

14/3 / 2022



APPENDIX A

CONFLICT OF INTEREST CHECKLIST- BOARD MEMBERS

This checklist is to be used by the Chair of the Board of BridgIT Water Foundation each meeting to record conflicts of interest identified by Board members.

Completed checklists should be stored with the minutes of each meeting.

After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Date of Meeting: / / 22

Name of Member _____

Issue of Conflict _____

Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.

Record Response _____

Ensure that the minutes record the declaration of interests declared at this meeting

Dated the _____ day of _____ 22

Signed

Position

CONFLICT OF INTEREST DECLARATION - GENERAL

After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Full Name: _____

Usual Address: _____

Project / Program Activity: _____

Date: / / 22

I declare that to the best of my knowledge, there are no unresolved conflicts of interest that could impact in any way on my involvement with the project/program/activity noted above.

Declarant Name: _____

Declarant Position: _____

Declarant Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____