

# The Women's Organisation

## Procurement Conflict of Interest Policy

### **Purpose:**

The Women's Organisation seeks to ensure fairness and transparency throughout its procurement processes and procedures. This policy establishes a clear definition and procedures for dealing with Conflicts of Interest as it relates to procurement processes and along with the Anti-Fraud policy must be adhered to as part of the counter-fraud risk assessment. Both Policies form an important mechanism for managing risk and calculating the counter fraud 'culture' within The Women's Organisation.

### **Definition:**

The Women's Organisation's stakeholders including partners, employees, consultants and members of the Board have a fundamental obligation to act in the best interests of the organisation and not let outside activities or outside financial interests interfere with that obligation. The Women's Organisation avoids any conflict between respective personal, professional or business interests and the interests of its projects in its procurement processes, and in any and all actions taken.

For the purposes of this policy 'Conflict of Interest' is defined as any situation where:

- A person who is connected to the development or award of contracts on behalf of the organisation has interests in any supplier, or potential supplier, which could be in conflict with decisions made in the development, delivery or award of contracts, or
- An informed and reasonable observer would conclude that any of these situations was the case.

### **Identifying Conflict of Interest**

If a stakeholder of The Women's Organisation or its projects, including employees, consultants, or members of the Board, has any direct or indirect conflict of interest or relationship with any individual or organisation this must be declared so that the organisation can take action to remove or manage the conflict where appropriate. If this is not possible, the relationship with the party/parties concerned may have to be terminated. If a stakeholder has a conflict of interest it is important that they:

- Declare the interest at the earliest opportunity
- Withdraw from discussions and decisions relating to the conflict.

Where a potential conflict of interest is identified by the organisation, steps will be taken to ensure that the conflict is removed or managed to a satisfactory and reasonable level. If this is not possible, the relationship with the party/parties concerned may have to be terminated.

The situation may arise where a conflict of interest has not been previously identified as described above, and only becomes apparent after the event. In these circumstances the organisation will:

- Act urgently to identify any adverse effect arising from the conflict
- Take all reasonable steps to mitigate the adverse effect as far as possible and correct it.

In the case of any conflict of interest, either declared in advance, or that has arisen after the event, The Women's Organisation shall maintain a reasonable level of record-keeping, to ensure that the management of conflicts of interest is transparent, and action to mitigate conflicts of interest can be evidenced.



## Procedures to mitigate potential conflicts of interest

- i) During the development, assessment of tenders, and award of contracts for the provision of services for the organisation or its projects, there will be no less than two persons on the procurement panel, so that if one has a potential conflict of interest, this can be declared, and the other member of the procurement panel can provide an 'unconnected' objective view.
- ii) Each member of the procurement panel must complete a Conflict of Interest Declaration form prior to assessing applications, developing procurement briefs, and assessing tenders. Each individual is responsible for updating information relating to their conflicts of interest regularly, so that, over the lifetime of the projects, up to date records are maintained.
- iii) Where a member of the procurement panel has a conflict of interest that will personally affect them, they will be asked to withdraw from the assessing and decision-making process in regard to the organisation that they are connected to. The remaining panel member(s) will assess potential supplier applications to the Preferred Suppliers List, and any subsequent tenders that the organisation submits.
- iv) Where all panel members have a conflict of interest that will personally affect them, a new panel comprised of no less than two ASA employees, consultants, or Strategic Governance Group with no conflict of interest will be convened for the purposes of assessing those potential suppliers during any application to the Preferred Suppliers List, or during any tendering process.

### Review:

This policy will be reviewed by The Women's Organisation, Deputy CEO by 20<sup>th</sup> June 2021 as part of the annual review cycle or sooner if necessary.



# The Women's Organisation

## The Women's Organisation: Conflict of Interest Declaration

**Tender:**

**Project:**

**Date:**

Actual, potential or perceived conflicts of interest could arise from any of the following (the list is not exhaustive – please indicate any possible interest that you may have):

- Previous or current employment with a potential supplier, as an employee, or as a consultant
- Appointment to a board, committee, tribunal panel, etc. of a potential supplier
- Contractual relationship with the potential supplier, e.g. as a consultant
- Personal or professional relationship with a potential supplier

Please complete either (a) or (b) below:

(a) I confirm that I am not currently involved, nor have I been previously involved, in any activity in relation to the development, delivery or awarding of contracts that could be perceived as a conflict of interest.

If circumstances change and I do have a declarable interest I understand it is my responsibility to inform The Women's Organisation management immediately.

Signed:..... Date:.....

(b) I do have an interest to declare as set out below. I agree to notify The Women's Organisation management of any changes to the interest declared below.

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The above interest is a potential conflict because:

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.....  
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Signed:..... Date:.....

