

Conflict of Interest and Loyalty Policy

1. Conflict of Interest

In the event that competition for a procurement involves an immediate relative or related party (father, mother, brother, sister, child, spouse, in-laws, business associate or friends) of an officer or official of the organization who would ordinarily be part of the procurement decision making process, that person must declare this relationship by written notice to the relevant APA senior staff or board meeting or chairperson in advance and absent him/herself from the process. In the Case of a Conflict of Interest for the Executive Director or a Board member, the written notice must be presented to the Chairperson or at the Board of Directors meeting.

In the case of conflict of interest for a Chairperson, the written notice should be presented to the Deputy Chairperson or at the Board of Directors Meeting. In the event that failure to comply with this policy results in the subsequent awarding of the procurement to the immediate relative/related party, APA reserves the right to undertake whatever action possible to recover disbursed funds for the goods or service from the official or officer who had thus entered into the conflict of interest. It also reserves the right to take appropriate disciplinary action up to and including dismissal against the officer involved.

This conflict of interest policy also applies to any hiring of related parties as staff members, or any other APA related transaction.

2. Loyalty to the Organisation

All persons associated with the organisation including staff, employees, volunteers and board members are expected to exhibit loyalty to the organisation. Such a person is expected to render loyal service to the employer and act in good faith at all times. While working with the organisation, the associated person must agree not to act in a way that supports his/her own personal gain, but instead supports the interests of the organisation. Persons associated with the organisation must agree to the following principles:

- Confidentiality: During his/her time with the organisation and following termination, the person agrees not to divulge or make use of confidential information, intellectual property, or other relevant information.
- Non-Compete: During his/her time with the organisation, the associated person agrees not to engage in the same or similar activities in other organisations that are competition without first informing the employer.
- Non-Solicitation: Should the associated person leave the organisation, from that time up to a period of two years after leaving, s/he agrees not to solicit customers, clients or employees of the organisation.