

## Conflict of Interests and Coercion

One's role within the organization is not to be used to exert pressure, extract favours or enhance personnel gain for professional, political or economic reasons. There must not be any personnel or family involvement within the business and one must not have a financial relationship with the supplier. Whatever the conflict of interest that exists one must ensure this is declared and measures must be taken to ensure the use of supplier is avoided and an alternative supplier be found (if possible). Business relation and a financial interest must not be developed with any prospective or present supplier and must be avoided at all costs. When one has come across a conflict of interest it must be reported immediately in writing to Manager Supply Chain and relevant Procurement Committee. Under no circumstances should one accept bribes, favours or incentives for a personnel gain from any supplier.

### Islamic Relief Conflict of Interest Declaration Form Declaration for Members of Evaluation Committees<sup>1</sup>

Ref \_\_\_\_\_

I, undersigned, hereby declare that I agree to participate in the evaluation or procurement procedure.

By making this declaration, I confirm that I shall execute my responsibilities impartially and objectively. I hereby also declare that I am independent<sup>2</sup> of all parties which stand to gain from the outcome of the evaluation process<sup>3</sup>. To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might place me in a situation of conflict of interests or otherwise call into question my independence in the eyes of any party; and, if I discover or should it become apparent during the course of evaluation process that such a relationship exists or has been established, I will declare it immediately and cease to participate in the evaluation process, I declare that I have not been employed by any of the (candidate) within past three years<sup>4</sup>.

I agree to hold in trust and confidence any information or documents disclosed to me, discovered by me or prepared by me in the course of or as a result of evaluation or procurement procedure and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party or irrelevant person within the organization. I agree not to retain copies of any written information or prototypes supplied.

Name \_\_\_\_\_ Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> To be completed by all persons involved in the evaluation process (including members of evaluation committee; whether voting or not voting, technical advisor, and any observers)

<sup>2</sup> Taking into consideration whether there exists any past or present relationship, direct or indirect, whether financial, professional or of another kind.

<sup>3</sup> i.e. all (candidates/tenderers) who are participating in the (procurement procedure), whether individuals or members of a consortium, or any of the partners or subcontractors proposed by them.

<sup>4</sup> If you cannot declare this, please indicate the name of employer, the duration and your position.