
Initiative For People In Need (IPN)



CONFLICT OF INTEREST POLICY

**IPN – An Agent for Social Change &
Development in Pakistan.**

TABLE OF CONTENTS

Particulars	Page No
Introduction	03
Goal	03
Vision	03
Mission statement	03
IPN's Core Values	03
Conflict of interest Policy	04
Purpose	04
Scope	04
Disclosure	05
Requirements for disclosure.	05

INTRODUCTION

Initiative for People in Need (IPN) is a non-government, not-for-profit and non-religious impartial organization established in January, 2012. IPN was officially registered on April, 04, 2013 under the office of the provincial registrar joint stock companies & societies Peshawar, KP, under the registration of societies act XXI of 1860, with registration no 134/5/7361.

Goal

The ultimate goal of the establishment and existence of IPN is human welfare through reaching the unreachable, the most vulnerable, and above all the neediest.

Vision:

IPN envisages a developed & just society which is free from all kinds of discriminations based on race, color, religion, language & ethnicity.

Mission statement

To bring a positive change in the society while meeting the miseries of people and peoples' empowerment through peoples' participation, mobilization of available resources, a pool of professional humanitarian aid workers, & philanthropists leading to sustainable development.

IPN,s Core Values

Following are the core values of the organization which determines the way and direction of actions for those who are associated with it.

1. Professionalism.

We are professionalism in terms of organizational environment and delivery of services.

2. Team work.

We believe in team work for better, effective and efficient results of activities carried out.

3. Accountability.

We believe that we are accountable to all the stakeholders we are connected with or having any direct or indirect relationship.

4. Networking.

We believe in networking for reciprocal learning, sharing of experiences and delivering the better results.

CONFLICT OF INTEREST POLICY:

Conflict of Interest Policy is prepared to assure persistent public belief in the work of IPN which will avoid any conflict of interest between a team member and other organizations. This will identify the professional relationships outside organization in which team members might involve and will supply disclosure and approval procedures to help avoid conflict of interest. The disclosure and approval process must not hinder any relationship but offers good judgment of team members and INITIATIVE FOR PEOPLE IN NEED (IPN) management.

1. PURPOSE:

The purpose for the formulation of this policy is to provide a path for those who are associated with IPN to avoid any conflict of interest within or outside the organization. It also aims at providing the guiding principles how to avoid such conflict of interest. The role of IPN as decision making body is to ensure that its members and community have high level of confidence in it. The team members must make technical and management decision free of all future conflicts especially that arise from personal or professional promises.

2. SCOPE:

This policy is intended to serve as a standard for all employees of IPN regardless of their position.

3. DISCLOSURE:

It is acquired from the administrator concerning all personal relationships and associations that might give rise of conflict of interest involving IPN. The disclosure must continuously be reported and kept updated, as given below, if the member or his/her family member is;

A director, officer, partner, trustee and an employee of an organization linked with IPN. Person benefited from such organization through receipt of cash, property or other interest. Disclosure of relationship of a family member must be made if it is thought that any association may create a conflict of interest with IPN.

4. REQUIREMENTS FOR DISCLOSURE:

4.1 Each director, officer of administration and head of a department shall complete a disclosure letter annually and submit it to the BoD.

4.2 If new affiliations occur that may result in a conflict of interest, a disclosure letter should also be forwarded for review.

4.3 All newly hired administrative officers and in all departments of IPN will file the disclosure letter within 30 days of their appointment.

Disclosure letter format is needed? TAKE HELP FROM GOOGLE

_____ **POLICY DOCUMENT ENDS** _____

Approved by: Members Board of Directors