

DTDA's Conflict of Interest Policy

1. Policy statement

DTDA is accountable to its donors, the trade union movement and the general public for proper use of the funds with which the organisation has been entrusted and shall implement measures to mitigate and manage the risks associated with conflicts of interest among its employees and representatives as well as its partners.

All DTDA employees and representatives have a duty to act in the best interests of the organisation and may not use their positions for personal gain or benefit or to further the interest of another person, regardless of the relationship or context. The same provision is extended to all DTDA's partners.

Any person employed by or representing DTDA is obliged to disclose a potential conflict of interest that may arise from his/her employment or assignment, and any person who is found to have withheld such information will face disciplinary action.

This policy is applicable to anyone working for or with DTDA, and DTDA shall ensure that all persons, organisations and companies with whom collaboration is established are made aware of this policy and accepts their responsibilities hereunder. DTDA shall further ensure that adequate preventive and remedial measures are in place to enforce the policy, and that ongoing monitoring of the application of the policy is carried out.

2. Definitions

DTDA is applying the following definition:

A conflict of interest is defined as a situation where a person's loyalties or interests are in conflict with those of their organisation. It arises when an employee or representative – or anyone with whom they have a close relationship – stands to gain a financial or other type of personal benefit from a decision or action taken by the organisation, or when his/her objectivity, independence or integrity is impaired by such a decision or action. Examples include, but are not limited to, situations where:

- An employee with procurement responsibilities owns or has vested interests in a company with which the organisation is planning to deal or has a personal relationship with a supplier or service provider from which the organisation is receiving quotations.
- An employee with recruitment responsibilities is closely related to a job applicant.
- An employee with supervisory or controlling responsibilities is personally affiliated with a staff member over whom he/she is supposed to provide oversight.

3. Preventive measures

DTDA shall implement measures to prevent and mitigate conflicts of interest among its employees and representatives. Similarly, DTDA shall ensure that all partner organisations have (or develop) relevant procedures for managing conflicts of interest.

3.1 DTDA employees and representatives

In order to prevent conflicts of interest among DTDA employees, all interviewed job applicants will – in connection with the recruitment process – be asked to declare whether their appointment would place them in a potential conflict of interest situation. And all successful job candidates – as well as all consultants – will be made aware of, and must read and commit to, the present policy, as it constitutes an integral and compulsory part of all individual DTDA contracts.

Furthermore, all employees and representatives must sign onto DTDA's Code of Conduct, which includes a specific provision on the prevention of conflicts of interest and makes explicit reference to the present policy.

Through relevant training, staff conferences etc., DTDA shall ensure that all staff members are aware of their duty to declare a potential conflict of interest involving themselves, as well as their obligation to report such a conflict if it involves other people.

3.2. DTDA partners

All DTDA's partners will be made aware of, and must commit to, the present policy, as it constitutes an integral and compulsory part of all DTDA partnership agreements.

In connection with DTDA's partner selection processes, a formal partnership assessment must always be conducted as part of the due diligence and in accordance with the instructions in the applicable DTDA guidelines. Depending on the outcome of each partnership assessment, DTDA shall, as necessary, see to it that relevant capacity building is carried out with an eye to ensuring that procedures to prevent and manage conflicts of interest are implemented by all partners.

In connection with partnership workshops and financial monitoring visits, DTDA shall routinely ensure that all partners are aware of the present policy, and that they make sure to cascade the requirements herein to their potential sub-grantees and other third parties, as relevant.

Finally, DTDA shall ensure that all partners provide effective communication about the options for reporting observed conflicts of interest to the various groups of rights-holders who take part in the programme activities implemented with DTDA funds. It shall also be ensured that the options for reporting directly to DTDA are effectively communicated.

4. Remedial measures

DTDA shall ensure prompt follow up on all cases where an employee or representative has declared a potential conflict of interest involving him-/herself, and investigate all reports about such conflicts involving DTDA employees or representatives.

4.1 Disclosing a potential conflict of interest involving oneself

Any DTDA employee and representative who finds him-/herself in a situation, or who is about to enter into a situation, where a potential conflict of interest exists, is required to disclose this to DTDA without delay. The disclosure should be made to the relevant Head of Sub-Regional Office (at country level) or to a Head of Department or the Director at DTDA Head Office (in Denmark).

There shall be no reprisals for any employee or representative who makes a timely and open disclosure of a potential conflict of interest, although DTDA may be required to take appropriate action to manage the risks associated with the conflict of interest in question.

4.2 Compulsory reporting of conflicts of interest involving other persons

All employees, consultants, partners or companies who have signed a contract or agreement with DTDA are obliged to report to their supervisor (in the case of DTDA employees) or to their contact person in DTDA (in the case of non-employees) if they suspect or become aware of a situation where a DTDA staff member or representative is placed – or is about to be placed – in a situation characterised by a potential conflict of interest.

If reporting to the relevant DTDA supervisor or contact person is not possible because the reporting involves that same person, the matter should be raised with the DTDA Director. If reporting to the DTDA Director is not possible because the reporting involves that same Director, the matter should be reported to DTDA's Chairman of the Board whose contact details can be found on [DTDA's website](#).

Alternatively, reporting can be made by use of DTDA's whistleblowing/complaint mechanism which can be found [here](#) on DTDA's website, or by writing directly to: complaint@dtdda.dk. The whistleblowing/complaint mechanism is handled by DTDA's Compliance & Management Coordinator who is instructed to report directly to DTDA's Chairman of the Board if the received report implicates the DTDA Director.

All reports will be handled with confidentiality, and no organisation or person reporting in good faith will be subjected to any kind of reprisals for submitting information pertaining to this policy. DTDA's management shall do its best to ensure that all staff feel able to submit a report without fear of reprisals, and loyalty towards colleagues or the workplace must never lead to situations where conflicts of interest go unreported. Similarly, DTDA shall, to the best of its abilities, ensure that partners and other external stakeholders feel able to submit a report without fear of reprisals.

If DTDA should receive an anonymous report, this will be treated with the same degree of seriousness as a report submitted by an identifiable sender. However, the person reporting the

potential conflict of interest should be aware that anonymous reports are much harder to investigate and less likely to lead to conclusive and actionable findings.

Any reports involving managerial staff of the DTDA shall be brought to the attention of the DTDA Chairman of the Board.

4.3 Follow-up actions

If a DTDA employee or representative discloses a potential conflict of interest that involves him/herself or that he/she is about to enter into such a situation (e.g. in connection with a promotion or a change of assignments), DTDA shall promptly consider the situation and ascertain whether an *actual* conflict of interest exists/would exist.

If it is determined by DTDA that an actual conflict of interest does or would exist, the organisation shall implement adequate safeguards with an eye to resolving the conflict altogether or mitigating the associated risks to an acceptable level. To the extent possible, DTDA shall endeavour to manage each disclosed conflict of interest situation in a way that is not detrimental to the employee or representative making the disclosure, and a dialogue with the disclosing employee or representative will normally be had with an eye to identifying a workable solution.

If DTDA receives a report concerning a conflict of interest involving another employee or representative, the organisation shall ensure a prompt investigation, regardless of how the information has reached the organisation. Unless a reported case involves the persons holding these functions, the DTDA Director, the Chief Accountant, the Head of Programmes and the Compliance & Management Coordinator shall – with the involvement of other senior managers as required – look into the case in question and ascertain whether an actual conflict of interest exists/would exist.

If DTDA receives a report concerning a potential conflict of interest involving a staff member of one of DTDA's partners, DTDA shall, as pertinent, collaborate with the management of the given organisation with an eye to making sure that a prompt investigation is carried out and that relevant follow-up is guaranteed.

Depending on the findings of any investigation carried out or by DTDA, the DTDA Director shall decide on the appropriate course of action and communicate this to the involved parties. If the investigation concludes that a DTDA employee or representative has knowingly entered into a conflict of interest situation without disclosing this to the organisation, DTDA shall:

- Ensure that disciplinary action is taken against the employee or representative in question.
- Take steps to avoid or limit a potential financial loss incurred by DTDA as a result of the conflict of interest, e.g. through repayment, litigation etc.
- Ascertain whether there is a need for enhanced preventive measures, e.g. through strengthened procedures, training of staff or capacity building of partners.

Finally, the DTDA Director shall ensure that the Chairman of the Board is notified about the final outcome of the investigation and the respective actions that will be pursued by DTDA, in accordance with the points set out above.

5. Monitoring

DTDA shall ensure periodic monitoring of the application of this policy at all relevant levels, including through monitoring visits and partner meetings.