

Conflict of Interest Policy



Implemented July 2025| Version 1.1

I. Purpose

The purpose of this Conflict of Interest Policy is to protect the integrity, impartiality, and ethical standards of the YECED by ensuring that all employees, directors, and relevant parties act in the best interests of the organization at all times. The policy aims to:

- **Safeguard Company Interests:** Ensure that decisions made by employees, directors, and other relevant parties are driven solely by the best interests of the YECED, free from the influence of personal gain or relationships.
- **Promote Transparency:** Encourage full disclosure of any personal, financial, or other relationships that could potentially create a conflict with the duties and responsibilities of employees or YECED.
- **Prevent Ethical Breaches:** Establish clear guidelines and procedures for identifying, disclosing, and managing conflicts of interest to prevent any actions that could damage YECED's reputation or result in legal or financial repercussions.
- **Foster a Culture of Accountability:** Hold all employees, directors, and relevant parties accountable for their actions, ensuring that they adhere to the highest standards of ethical behavior.
- **Ensure Fairness and Impartiality:** Promote fair and unbiased decision-making processes within YECED by mitigating potential conflicts of interest that could otherwise lead to favoritism, discrimination, or other unfair practices.
- **Compliance with Legal Framework:** Yeryüzü Çocukları Derneği (YEÇED) is committed to operating in full compliance with the national laws, regulations, and legislation applicable in all countries where it works. While conducting its activities in line with international standards and obligations, the organization also upholds adherence to local legal frameworks and respects societal sensitivities as a fundamental principle.

By implementing this policy, YECED aims to maintain a workplace environment where ethical conduct is paramount, ensuring that all activities are conducted with honesty, transparency, and respect for all stakeholders.

II. Scope

This Conflict of Interest Policy applies to all individuals and entities involved with or associated with YECED, ensuring that every action and decision is made in the best interest of the YECED's mission and stakeholders. This includes:

Board Members: All members of the Board of Directors who are responsible for the governance, strategic direction, and oversight of YECED. Their decisions must be free from any personal gain or external influence.

Executive Team and Officers: The executive director, officers, and senior management who manage the daily operations of the organization. They must uphold YECED's mission and avoid any situations where their personal interests could conflict with their professional duties.

Staff Members: All full-time, part-time, and temporary employees, including those in administrative, programmatic, and fundraising roles. Staff members are expected to act with integrity and avoid conflicts between their personal interests and YECED's goals.

Volunteers: Individuals who donate their time and expertise to support YECED's activities and programs. Volunteers must adhere to the same ethical standards as staff members, ensuring that their personal interests do not interfere with their responsibilities.

Family Members and Close Associates: While not directly employed by the company, the actions and interests of employees' family members and close associates can potentially create conflicts of interest. Employees are expected to disclose any such relationships that could influence their professional duties.

Advisors and Consultants: External advisors, consultants, and professionals engaged by YECED for their expertise or services. These individuals must disclose any potential conflicts of interest and act in a manner consistent with the organization's best interests.

Members and Affiliates: For membership-based organizations, this policy also extends to members and affiliated organizations. Members must avoid conflicts that could compromise YECED's mission or activities.

Donors and Sponsors: While not directly involved in the organization's operations, major donors and sponsors are expected to respect YECED's independence and not exert undue influence on its decisions or policies.

Partners and Collaborators: Organizations and entities that work in partnership with YECED must be informed of this policy and are expected to operate in a manner that supports the organization's mission and ethical standards.

III. Definition of Conflict of Interest

A potential conflict of interest occurs when a director, officer, key person, or their relative or business (a) could gain financially from a decision or transaction YECED makes, or (b) has another interest that might affect, or appear to affect, their ability to act independently and objectively in their role.

It's not possible to list every situation that could lead to a conflict of interest, but here are some examples where conflicts might arise:

- A director, officer, or key person, or their family or business, owns or has a financial stake in a company that YECED is working with or considering working with.
- They serve on the board, manage, work for, or volunteer with a company that YECED is involved with or thinking about partnering with.
- They could receive payment or other benefits from a deal or transaction that the YECED is entering into.
- They accept or might accept personal gifts or loans from individuals or companies that do business with YECED.
- They serve on the board of another nonprofit that is competing with YECED for funding or contracts.
- They have a close personal or business relationship with someone involved in a transaction that YECED is evaluating.
- They are interested in pursuing a deal or transaction the organization is considering for their personal gain.

IV. Procedure

Disclosing Potential Conflicts of Interest

- All employees and relevant parties of YECED are responsible for identifying and preventing conflicts of interest. Any potential or actual conflict of interest must be promptly reported to the appropriate supervisor or the organization's ethics committee.
- When faced with a situation that could create a conflict of interest, employees must disclose the situation in writing to their supervisor. The supervisor will assess the situation and, if necessary, escalate it to the ethics committee. If a conflict of interest is confirmed, management will take the appropriate measures.,
- An annual disclosure statement must be filed, in the form attached to this policy.

Determining Conflict of Interest

- After there has been disclosure of a potential conflict and after gathering any relevant information from the concerned director, officer or key person, the ethics committee shall determine whether there is a conflict of interest.
- The committee will assess the material facts, considering how the potential conflict might affect the individual's ability to act in the best interests of the organization. Factors such as the level of involvement, the potential for personal gain, and the impact on the organization's reputation will be taken into account.
- If necessary, the committee may consult with legal counsel or other advisors to gain a better understanding of the situation and its implications. The committee might also interview the individual involved or gather additional information from other sources to ensure a comprehensive review.
- If the ethics committee determines that there is a conflict of interest, it shall refer the matter to the board of directors ("board").

Decision and Resolution

- The committee will hold discussions, potentially involving the board of directors, to deliberate on the best course of action. The individual with the conflict may be asked to provide further insights, but they should recuse themselves from any decision-making related to the conflict to ensure impartiality.
- Based on the assessment and deliberations, the committee will decide whether a conflict of interest exists and, if so, what actions are necessary to address it. Possible resolutions may include:

Recusal: The individual may be required to withdraw from any discussions, decisions, or activities related to the conflict to prevent undue influence.

Reassignment of Duties: The individual's responsibilities may be reassigned to another person or team to eliminate the conflict.

Modification of Terms: Any contracts, agreements, or partnerships that involve the conflict may be renegotiated or terminated to protect the organization's interests.

Resignation or Termination: In cases where the conflict is significant and cannot be mitigated, the individual may be asked to resign from their position or the relationship with the third party may be severed.

- The committee's decision and the rationale behind it will be documented and communicated to the individual involved, as well as to other relevant

stakeholders within the organization. Clear communication helps ensure transparency and reinforces the organization's commitment to ethical conduct.

- All steps taken during the decision and resolution process will be meticulously documented. This includes the initial disclosure, the committee's review and deliberations, the final decision, and any follow-up actions. These records will be maintained for future reference and accountability.
- Even after a conflict of interest has been resolved, ongoing monitoring may be required to ensure that the conflict does not resurface or affect future decisions. Regular reviews and updates to the individual's disclosure statements may be necessary to maintain transparency and integrity within the organization.

V. Review and Amendments

This Conflict of Interest Policy will be reviewed periodically by the board of directors and amended as necessary to ensure its effectiveness and alignment with the Organization's mission and legal requirements. Any amendments must be approved by the board of directors.

YECED
Conflict of Interest Disclosure Statement

By signing below, I affirm that:

1. I have received and read a copy of the Conflict of Interest and Compensation Policy;
2. I agree to comply with the policy;
3. I have no actual or potential conflicts as defined by the policy or if I have, I have previously disclosed them as required by the policy or am disclosing them below.

Disclose here, to the best of your knowledge:

1. any entity in which you participate (as a director, officer, employee, owner, or member) with which the Corporation has a relationship;
2. any transaction in which the Corporation is a participant as to which you might have a conflicting interest; and
3. any other situation which may pose a conflict of interest.

Name:

Position:

Signature:

Date:

Children of Earth Association

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