



CONFLICT OF INTEREST POLICY

**GOVERNMENT OF PAKISTAN
BENAZIR INCOME SUPPORT PROGRAMME
BISP Headquarters, F Block, Pak Secretariat,
Islamabad**

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Preamble

Benazir Income Support Programme (BISP) has been established by the Government of Pakistan as a “Body Corporate” having perpetual succession and a common seal with powers vide Benazir Income Support Program Act (No. XVII of 2010) to bring a positive change in the lives of poor and destitute by providing various opportunities to them such as education, special education, vocational training, skill development, workfare programs, livelihood programs, health insurance, accident insurance and access to microfinance for improving their financial status.

Organizational Structure of BISP

The BISP has four implementation levels:

- a) Policy level is represented by the Board;
- b) BISP management unit is the main executing agency at the national level;
- c) Six Provincial offices secure the implementation of the programme in all provinces including AJK and Gilgit-Baltistan; and
- d) Divisional and Tehsil offices are in charge of the fieldwork and secure direct contacts with the beneficiaries.

Objective and Scope of Conflict of Interest Policy

The Management of Benazir Income Support Programme realizes the importance of conducting business with honesty and transparency using good corporate governance principles. The policy approved by the BISP Board reflects their aspiration and attempts to document processes and procedures to ensure that decisions and actions in the programme are not taken by individuals who might have a personal interest in such decisions and actions.

This Policy lays down circumstances or considerations when a person may be deemed to have actual or potential conflict of interests and the procedure for disclosing such interest(s).

The Conflict of Interest Policy is applicable on all Members of Board, Management, Employees, consultants and anyone acting on behalf of Benazir Income Support Programme.

Statement of Objects

For the purpose of ensuring transparency and objectivity in acts of public servants, it is necessary that decisions or actions wherein they may have any direct or indirect personal interest are disclosed at an

appropriate stage and such disclosures are documented appropriately and they recused themselves from such decisions or actions.

Board members and employees of BISP have fiduciary duty and legal obligation to conduct themselves without conflict to the interests of BISP. In their capacity as Board members and employees, they must subordinate personal, individual business, third-party and other interest to the welfare and best interests of BISP.

All actual potential conflicts of interests shall be disclosed by Board members and employees whenever a conflict arises, in the manner prescribed, hereunder. The Board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

Disclosure of Interest by Members of Board/Management

1. Any Member of Board shall be deemed to have an interest in a matter if he/she has any interest, pecuniary or otherwise, in such matter which could reasonably be regarded as giving rise to a conflict between his duty to honestly perform his function and such interest, so that his ability to consider and decide any question impartially or to give any advice without bias, may reasonably be regarded as impaired.
2. Any Member of the Board having any interest in any matter to be discussed or decided by the Programme, the Board or a Committee shall, prior to any discussion of the matter, disclose in writing, respectively, to the Programme, the Board or a committee, as the case may be, the fact of his interest and the nature thereof.
3. A disclosure of interest under the preceding paragraph shall be recorded in the minutes of the meeting of the Board, or a Committee, as the case may be, prior to any discussion of, or decision on, the matter and, after the disclosure, the Member of Board or, as the case may be, the Member of Board:-
 - a. Shall not take part nor be present in any deliberation or decision of the Programme, the Board or a Committee, as the case may be, and
 - b. Shall be disregarded for the purpose of constitution of a quorum of the Board or a Committee, as the case may be.
4. Each Member of Board shall give written notice to the Programme of all direct or indirect interests that he has or acquires in a body corporate carrying on a business in Pakistan. The nature of such interests and the particulars thereof shall be disclosed to the Secretary of the Board in writing.

Such interests includes but is not limited to employment or consultancy for such a body corporate, owning shares thereof and membership on the board of directors/governors thereof.

5. If the Chairperson becomes aware that a Member of Board has an interest in a matter, the Chairperson may:-

- a) request the Member of Board not to take part in discussion and decision on the matter, and
- b) cause the Board Member's interest to be disclosed and appropriately minuted.

6. The Member of Board in respect of whom a request has been given under sub-paragraph (a) of preceding paragraph shall accede to the request.

Employees Conflict of Interest

1. For the purpose of this policy the term employees includes persons working against posts in the Programme whether hired on permanent basis or on contract or on contingent basis. The term also includes individuals working as consultants for the programme.

2. The employees of Benazir Income Support Programme will not hold a position of director, consultant, employee, representative or agent with any supplier, contractor or partner either doing or seeking to do business with Benazir Income Support Programme.

3. The employee will not hold commercial interest in any organization doing business with Benazir Income Support Programme.

4. The employee will report to Management of Benazir Income Support Programme if one of his family members seeks to apply for any contract/interest/supply order in Benazir Income Support Programme. For the purpose of this paragraph the words "family member" means a spouse, a parent, a child or a sibling (and their family members).

5. The employee will seek permission from Management in case he/she wishes to take position as a Executive Director, Trustee, Honorary or Supervisory position with any external Organization.

6. The employee will not participate in an inquiry/decision-making process on matter of any other employee who is a family member as defined above, unless explicitly directed by the Management after disclosure of the relationship.

Notification of Interest by others

1. Where a person who, in the course of

- a) Performing a function, or exercising a power, as a delegate of the Programme.
- b) Performing a function or services in any capacity by way of assisting or advising the Programme, the Board, any Committee or any delegate of the Programme is required to consider a matter in which he has an interest, such person shall forthwith give to the Programme a written notice stating that he is required to consider the matter and has an interest in it and setting out particulars of the interest.

2. The person referred to in sub-section (1) shall also declare his interest in accordance with the said sub-section whenever it is necessary to avoid the conflict of interest.

Violation and Penalties

Violation of a provision of this policy will be misconduct on the part of an employee of the programme. The relevant competent authority may initiate disciplinary proceedings under the applicable rules/regulations. The definition of misconduct shall be accordingly incorporated in the relevant applicable regulations.

If above penalty is imposed the history of prior violations of such or any other relevant matter may be consulted and if the employee is a deputationist the matter shall also be reported to his parent department.

CONFLICT OF INTEREST POLICY

1. Board members have fiduciary duty and legal obligation to conduct themselves without conflict to the interests of BISP. In their capacity as Board members, they must subordinate personal, individual business, third-party and other interest to the welfare and best interests of BISP. The conflict of interest policy is appended herewith for kind perusal and for information.
2. All conflicts of interest are not necessarily prohibited or harmful to BISP. However, full disclosure of all actual and potential conflicts and a determination by the dis-interested Board members – with the interested Board - member recused from participating in debates and voting on the matter – are required.
3. All actual potential conflicts of interests shall be disclosed by Board members to the management of BISP whenever a conflict arises. The disinterested members of the BISP Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The management of BISP shall inform the Board of such determination and action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the management of BISP, as well as all other conflict information provided by Board members.

DISCLOSURE OF CONFLICT OF INTEREST.

4. I _____ on this.....day of, 20..... have read the BISP Policy on Conflict of Interest; and hereby agree to comply fully with its terms and conditions at all times during my service as member of BISP Board. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the same to the Secretary of BISP Board in writing along with details of disclosure of Actual or Potential of Interest.

5. Therefore, I, the undersigned, hereby certify that the information set forth above by me is true and complete to the best of knowledge and belief; I have reviewed and agree to abide by the policy in vogue regarding conflicts of interest BISP.

Signature _____

Name _____

Date _____