

## **Recruitment including conflict of interest mitigation and management**

HelpZone recognizes that its staff are fundamental to the success of its operations, and therefore acknowledges the needs to be able to attract and retain staff of the highest calibre. In this respect, the purpose of this policy is to provide a sound framework for a professional approach to recruitment and selection of staff. It is applicable to all staff recruitment and HelpZone ensures that any employee, board members, as well as independent contractors and person acting on behalf of the company who is involved in any aspect of the recruitment and selection of staff is aware of this policy and follow it.

HelpZone seeks to recruit the best candidate for the job based on merit, as well as to ensure that the process is cost effective, and will adhere to the following procedure.

HelpZone is also committed to mitigate and manage any actual, perceived, or potential conflict of interest that may arise in the recruitment and selection process. Where a conflict of interest exists, at any stage in the recruitment process, that conflict must at all times be identified, declared, documented and effectively and transparently managed. Management strategies can range from: removing the person's involvement in the recruitment process; restricting the person's involvement in the recruitment process; recruiting an independent or third party to oversee or review the decision-making. It is worth mentioning that no person should be excluded from the opportunity to apply for a position because it may create a conflict of interest. HelpZone approach to conflict-of-interest management and mitigation is stated below;

### **Conflict of Interest Policy**

The purpose of this policy is to protect the interest of HelpZone against the possibility that agents and employees might advance their own personal and competitive interests, as well as to assure that any economic, personal or political interests do not influence its activities and operations. It applies to all prospective or current employees, board members, as well as independent contractors and volunteers of the association. As a rule, the aforementioned individuals are obliged to avoid and disclose any ethical, legal, financial, or other conflicts of interest. HelpZone commits to be continually attentive to any conflicts of interest that could hamper the provision of its services.

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of an individual to act objectively or to perform his duties in the best interest of HelpZone. More specifically, it might arise when the individual, or any member of his/her family, as well as close personal friends

- may receive financial or other significant benefits as a result of the individual position within HelpZone as well as the use of its equipment and means;
- has an existing or potential financial or other significant interests which impairs or might appear to his/her independence concerning the discharge of its responsibilities;
- has the opportunity to influence HelpZone's granting, administrative or other material decision leading to personal gain;
- may act in a way that might compromise HelpZone's legality

Moreover, HelpZone commits to address a variety of other situations that might create potential conflict of interest including those stemming from employee's former and second employment with grantees, competitors, contractors and suppliers, as well certain types of relationships between co-workers.

Every prospective and current employees, board members, independent contractors and person acting on behalf of HelpZone is therefore obliged to disclose any known or potential conflict of interest as soon as they arise. Failure to do so could result in termination of contractual relationship.

HelpZone's board will collect all of the pertinent information and determines whether a conflict of interest exists in order to act appropriately. The board shall have the right to further inquire any disclosure and to investigate alternatives to the proposed transaction or arrangement. The existence of a relationship as defined above might not necessarily lead to ineligibility to serve within HelpZone, but rather lead to diversified or avoided participation in certain business circumstances. As a rule, the board shall take in consideration the following aspects:

- the existence of alternative approaches that would avoid the conflict of interest;
- any mitigation measure proposed;
- the transparency degree of the concerned transaction;
- whether the concerned transaction supports HelpZone's mission;
- the risk to HelpZone's reputation;
- whether the transaction is in HelpZone's best interest and it is fair and reasonable

In the case an actual conflict of interest is found, any transaction will be reviewed retroactively and affected parties will be notified and listed in conflict of interest register. The review might result in disciplinary action, including suspension and/or termination of the contractual relationship.

HelpZone ensures that all the documentation relating to applicant will be treated confidentially and that applicant will have the right to access any documentation held on them. The board will review complaints made on the grounds of discrimination and any act of discrimination and/or abuse of the recruitment process may be treated as a disciplinary offence.