



LRWA Conflict of Interest Policy

Policy brief & purpose

LRWA Conflict of Interest Policy refers to any case concerning all people going through training, freelancers working on behalf of LRWA, consultants and Directors, as well as independent contractors and persons acting on behalf of the company (Direct Contacts), where a personal interest might contradict the interest of the association they work for. This is an unwanted circumstance as it may have heavy implications on the direct contact's judgement and commitment to the association, and by extension to the realisation of its goals.

This policy will outline the rules regarding conflict of interest and the responsibilities of Direct Contacts and the association in resolving any such discrepancies.

This Policy applies all 'Direct Contacts' with LRWA including and not exclusive of; members, people going through training, freelancers working on behalf of LRWA, directors and board members.

Policy elements

The relationship of LRWA with its Direct contacts should be based on mutual trust. As the association is committed to preserve the interests of people who provide services on a contract basis, it expects them to act only towards its own fundamental interests.

Conflict of interest may occur whenever a direct contact's interest in a particular subject or area may lead them to actions, activities or relationships that undermine the association and may place it to disadvantage.

What is a conflict of interest?

This situation may take many different forms that include, but are not limited to, conflict of interest examples:

- Direct Contacts' ability to use their position with the association to their personal advantage
- Direct Contacts engaging in activities that will bring direct or indirect profit to a competitor
- Direct Contacts owning shares of a competitor's stock
- Direct Contacts using association equipment or means to support an external business



- Direct Contacts acting in ways that may compromise the company's legality (e.g. taking bribes or bribing representatives of legal authorities)

The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when a direct contact understands or suspects that a conflict of interest exists, they should bring this matter to the attention of CEO or the board so corrective actions may be taken.

All conflicts of interest will be resolved as fairly as possible. The board has the responsibility of the final decision when a solution cannot be found.

In general, Direct Contacts are advised to refrain from letting personal and/or financial interests and external activities come into opposition with the association's fundamental interests.

Disciplinary action

In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action may be invoked up to and including termination.