

Conflicts of Interest Annual Disclosure Statement for Year

For members of the Board and Committees of Globethics.net, staff of Head Office, interns, mandate holders, associates, Regional Programme Directors and Programme Executives and national contacts

For definitions see Annex: *Globethics.net Guidelines on Conflicts of Interest*.

I [name]..... in my function as confirm that I have read the *Globethics.net Code of Ethics* (www.globethics.net/code-of-ethics) approved by the Globethics.net Board of Foundation on 25 March 2017, the *Globethics.net Guidelines on Conflicts of Interest* approved by the Globethics.net Board of Foundation on 29 October 2011 set forth in the annex and agree to comply fully with the terms and conditions at all times during my service. 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 Executive Director (director@globethics.net) and / or the President of the Globethics.net Board of Foundation (president@globethics.net).

A. I have no Conflicts of Interest to report _____

Disclosure of potential or actual Conflicts of Interest:

B. Please describe below any circumstances e.g. financial, transactions, relationships, positions held as a volunteer or otherwise, etc. (this list is non-exclusive) that you believe could contribute to a potential or actual Conflict Of Interest between Globethics.net’s Institutional Interest and Values and your Personal Interests and Values:

C. Please disclose your and your spouse’s outside affiliations and external activities, including but not limited to: governance and senior management roles, occupations and consultancies, significant financial assets and obligations, and senior advisory appointments

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Place..... Date.....

Signature.....

Annex: Globethics.net Guidelines on Conflicts of Interest

Approved by the Board of Foundation of Globethics.net on 29 October 2011

Definitions in paragraph 1 specified by the Globethics.net Management Team on 26 January 2015

1. Definitions

In this agreement the following words and expressions have the following meanings unless inconsistent with the context:

'GE'	the non-profit foundation, Globethics.net;
'Values'	sharing: GE promotes the mutual sharing of global and contextual ethical concerns and perspectives; respect: GE respects and affirms the dignity of every person and the diversity of cultures, religions and life orientations; participation: GE values the participation of people from all regions of the world; responsibility: GE encourages responsible use of, and responsible contributions to our knowledge resources and network; transparency: GE is committed to honesty, openness, transparency and accountability, which build trust; GE endorses value-oriented behavior;
'Personal Interest'	the specified person's activities and relationships external to GE, including the representation of another institution;
'Institutional Interest'	the well-being of GE;
'Personal Values'	the specified person's principles or standards of behavior;
'Conflict of Interest'	a Conflict of Interest is a situation where a person has potential or actual Personal Interests and Personal Values which may be in conflict with the Interests and Values of GE. This Conflict of Interest can lead to decisions and actions in favor of Personal Interests and Personal Values instead of the Institutional Interest and Values of GE or vice versa.

2. Extent of application

These guidelines are relevant for the following instances of GE:

2.1 Board of Foundation

2.2 Committees

2.3 Employed staff in Head Office and Regional Offices (programmes)

2.4 Mandate holders and staff in other legal entities which are controlled by GE and refer in their name to GE such as the association Globethics.net Immo Solutions GIS.

3. Guidelines

3.1 Board and Committees

Members of the Board of Foundation and Committees

- 3.1.1 Must be free from Conflicts Of Interest that could adversely influence their judgment, objectivity or loyalty to GE while conducting activities related to GE;
- 3.1.2 May take part in legitimate financial, business, charitable and other activities outside their GE functions and jobs, but any potential Conflict Of Interest raised by those activities must be disclosed promptly to the Executive Director;
- 3.1.3 Should not have a family relationship to other members or staff;
- 3.1.4 Should not directly profit from financial activities of GE (except for item 3.1.5);
- 3.1.5 Can have special remunerated and limited mandates for GE or its associated organizations if their special expertise is needed;
- 3.1.6 Abstain from participating in discussions and votes about agenda items where they have a potential or actual Conflict Of Interest or mandate;
- 3.1.7 Act in their behavior in accordance with the Values and Institutional Interests of GE in order not to provoke a reputation risk for GE.

3.2 Staff

Staff and interns [and mandate holders]

- 3.2.1 Request approval from the Executive Director of GE for outside activities, financial activities or relationships that may pose a potential or actual Conflict Of Interest. This is subject to ongoing review and periodical update;
- 3.2.2 May take part in legitimate financial, business, charitable and other activities outside their GE functions and jobs, but any potential Conflict Of Interest raised by those activities must be disclosed promptly to the Executive Director;
- 3.2.3 Obtain necessary approval from the Executive Director before accepting any position as an officer, director of an outside organization or for a business or political mandate;
- 3.2.4 Should not have a family relationship to other staff or members of the Board or Committees (where parties in the relationship may receive or give unfair advantage or preferential treatment because of the relationship);
- 3.2.5 Should not directly profit from financial activities of GE;
- 3.2.6 Abstain from participating in discussions and votes about agenda items where they have a potential or actual Conflict Of Interest;
- 3.2.7 Avoid working with an organization or business outside of GE responsibilities that is in competition with any GE activity;
- 3.2.8 Abstain from having a second job or consulting relationship that affects the ability to satisfactorily perform the GE assignments;
- 3.2.9 Abstain from using nonpublic GE information for personal gain or advantage, or for the gain or advantage of another;
- 3.2.10 Abstain from receiving personal discounts or other benefits from suppliers, service providers or partners that are not available to all GE employees or gifts that have to be taxed as bribes;

- 3.2.11 Deliver to GE honoraria for services during work time and related to work at GE. Exceptions can be approved by the Executive Director e.g. if the service for GE is provided outside working time;
- 3.2.12 Act in the personal behavior in accordance with the Values and Institutional Interests of GE in order not to provoke a reputation risk for GE.