

Conflict of Interest Policy Template

Version 1.0

Conflict of Interest Policy

I. Purpose

The purpose of this policy is to protect the interests of AfroLeadership. In the regular course of work, agents and employees of AfroLeadership may have the opportunity to advance their own personal interests with or against the interests of AfroLeadership. Acting in such a manner is unacceptable and any party who acts outside of AfroLeadership's best interest may be subject to disciplinary action.

II. Definitions

- a. Employee – any person who is employed by AfroLeadership in a part or full-time capacity and in accordance with the labor laws of countries
- b. Agent – an owner, director, stakeholder, contractor or other third-party that is in the position to act on behalf of AfroLeadership.
- c. Financial Interest – The interest that any individual may have in the monetary transactions of AfroLeadership. In particular, any interest that could have a direct bearing on the financial gain/loss of said individual.

III. Procedure

a. Duty to disclose

Every employee/agent of AfroLeadership is obligated to disclose any known or potential conflicts of interest as soon as they arise. Failure to do so could result in termination of employment.

b. Investigating potential conflicts

When a possible conflict of interest arises, the board of directors will collect of the pertinent information and may question any concerned parties. If the board determines that a conflict exists, steps will be taken to address to conflict. If no conflict exists, the inquiry may be documented but no further action will be taken.

c. Addressing conflicts of interest

When an actual conflict of interest is found, any transactions that may have been affected will be reviewed retroactively. Affected parties both within and outside of the organization, including shareholders,

directors, employees, and contractors will be notified. An investigation will also be conducted by the board of directors to determine the extent of the conflict and the intentions of the parties involved.

If the conflict in question involves a member or members of the board of directors, such a member will be excused from the deliberations.

d. Disciplinary action

As all conflicts of interest will be reviewed on a case-by-case basis, a review may result in disciplinary action. The board of directors has full discretion to deem what disciplinary action is both fitting and necessary, including suspension and/or termination of employment.

IV. Acknowledgement

The employee/agent named below understands the procedure for conflicts of interest with AfroLeadership, including their duty to disclose any known or potential conflicts.

Furthermore, the employee/agent agrees to abide by the procedures outlined in this policy for the duration of their professional relationship with AfroLeadership.

Employee Name

Date

Signature

