



CONFLICT OF INTEREST FORM FOR OSF-SA

OSF-SA's overarching vision is to promote a culture of transparency, accountability, and democratic governance in South Africa. Therefore, OSF-SA requires its staff, board members, grantees and partners to uphold the highest standards of integrity in the implementation of grant projects supported by OSF-SA. The term "grantee" includes recipients of such grants from other organisations of the Open Society Foundations, where OSF-SA administers the grant on behalf of it. We urge you to carefully read this annexure, as it will guide the terms of reference of OSF-SA's partnership with your organisation.

Definition of conflict of interest

Conflicts of interest are deemed to occur when staff, board members, grantees or partners of OSFSA transact official business with relatives, close friends or business associates that stand to gain materially. OSF-SA imposes strict limits on the benefits which may be conferred on staff, board members, grantees and partners in funding relationships. OSF-SA requires that all staff, board members, grantees and partners are aware of the potential for conflicts of interest and act openly in dealing with such situations.

Conflicts of interests are often defined in one or more of the following ways:

- A staff or board member takes part in a decision in which she/he may be unable to remain impartial or maintain objectivity in choosing between the interests of the OSF-SA and his/her own personal interests.
- A staff or board member (or a relative, close friend, or work-business associate) has a financial interest, or appears to have a financial interest, in the awarding of a grant or contract, or in a purchasing decision of OSF-SA.
- A staff or board member (or a relative, close friend, or work-business associate) has a personal or business affiliation with a grant applicant or potential contractual partner, or any other conflict of loyalties, that may lead to or suggest influence in OSF-SA's decision, even where there is no question of personal financial gain from a particular grant.

What must happen if there is a conflict of interest?

In the case of a perceived or apparent conflict involving a current staff or board member of your organisation, or an individual who has recently left your organisation's staff or board (within 12 months), your organisation should immediately inform OSF-SA of this, and seek, to jointly agree on how to deal with managing the conflict of interest. Failure to disclose such a conflict of interest to OSFSA, may result in the cancellation of a grant. If there is any doubt as to whether a relationship/situation qualifies as a conflict, please do not hesitate to contact our offices (relevant Programme Manager) for more information and to seek clarity.

DECLARATION:

This is to inform OSF-SA that I have read and understood the OSF-SA Conflict of Interest Form, and that I am duly authorised to inform OSF-SA that all the activities funded will conform to the Conflict of Interest Policy of OSF-SA.

Name of Organisation: _____

Name of authorised signatory: _____

Designation of authorised signatory: _____

Signature: _____

Date: _____

Full details of any conflict (and date):

1. _____

2. _____

3. _____