

The below policy is an extract from the WWF International Human Resources Policies and Procedures Manual for Programme Offices (version March 2012) section 1.4:

WWF International Conflict of Interest Policy

Changes are highlighted in BLUE

WWF MWIOPPO specific clauses are in green.

The WWF Conflict of Interest Policy is designed to assure the highest level of ethical conduct of persons employed by or involved in the governance of WWF and to avoid perceptions and consequences detrimental to WWF that could arise from the real or perceived misuse of an individual's position or influence.

Any **member of staff** who has an actual or perceived conflict of interest with WWF shall notify the Chairman of the Board of Directors of such conflict in writing, and staff members shall notify the Director General.

The SMT is in charge of examining each case presenting a real or potential conflict of interests.

A conflict of interest is defined as an interest that might affect, or appear to affect, the judgment or conduct of an individual associated with WWF. A conflict of interest may exist when the real or potential interests of any director, or staff member, or close relative, or any individual, group or organization to which he or she has allegiance, competes with the interests of WWF, or may impair such person's loyalty to WWF.

For example, a conflict of interest may exist if such person:

- Has a more than 5 per cent business or financial interest in any third party dealing with WWF.
- Holds office, serves on a Board or is employed by any third party dealing with WWF.
- Derives financial gain from transaction(s) involving WWF.
- Receives non-monetary gifts from any third party above a reasonable value e.g at WWF
- International this value is CHF 50 and 50.000 Ariary for WWF MWIOPPO, unless they are made available to the whole team, or
- placed in a common area.
- Engages in any outside activity that will materially affect obligations to WWF, competes
- with WWF's activities, involve WWF equipment, supplies or facilities, or imply WWF support of the activity.

Should a change in circumstances arise in the course of employment that might trigger a conflict of interest, staff undertake to spontaneously inform their Line Manager/ Programme Office (PO) Representative.

To ensure that appropriate disclosure of potential conflicts of interest is done, all staff members are required to complete a Conflict of Interest Disclosure form on an annual basis. This form shall be copied to the staff member's line manager, and kept on file in the Human Resources files.

In particular, WWF makes it possible to the employees' family members to apply for a job, provided there is no direct supervision between the family members, and that there is no conflict of interest. However, the members of the same family and partners working for WWF cannot be on the same line of supervision.

The family members are defined as the parents, the in-laws, the husbands, the children, the brothers, the sisters-in law, the brothers-in law, the uncles, the aunts, the nephews, the nieces, the cousins and the second cousins. This will be applied in the event of a marriage between the colleagues after their admission to WWF. If there is a marriage between two employees, one of the employees will have to be transferred at a department which conforms to the above-mentioned conditions, or must resign.

Staff are bound by rules of discretion in regard to all matters of WWF business externally or internally. They shall not communicate to any third party information not already made public that is known to them because of their position within the organization. They shall not use such information to personal or third party advantage, or to the detriment of WWF. These obligations shall not cease upon termination of employment. Staff will familiarize themselves with the organization's detailed policies and procedures and ensure that they are implemented. Staff have the right to use the organization's information system services in work that is directly related to their terms of reference. The use of network and email services for personal purposes is permitted to a reasonable extent. The use of these services for illegal, commercial or political purposes is forbidden. Photos, videos and written material related to WWF's work produced whilst being employed by WWF must be made available to the WWF Network, without any further payment or compensation, for use during and after the employment term. Nevertheless, "Intellectual Property Rights" (Copyright) always remains with the employee, unless otherwise stated.