



Centre for Community Impact NPC (CCI)

Declaration of Conflict of Interest

- To be completed on assumption of employment, consultancy and any work support CCI thereafter annually or if circumstances change
- Instructions: read and complete this document carefully.

Full Names	
Title/Organization Name	
Cell number/Telephone	
Email address	

Mark the appropriate box

Initial declaration (new staff, new consultant)		Annual declaration (second declaration or more)	
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I, _____, **staff / consultant/ service provider** (circle appropriate position) of CCI. I do declare that the above information is true and correct to the best of my knowledge. I declare further that in the event that any such interest arises during the course of my appointment; these shall be promptly and accurately declared in writing to the CCI Management.

Signature: _____ **Date:** _____

- Please answer the following questions as completely and as honestly as possible. These are intended to prompt disclosure and should not be regarded as exhaustive.

#	Interest	YES/ NO	If YES, provide details	If YES – Management will Complete this section and Assess level of conflict	If YES: Actions to be taken to mitigate COI (avoid/disengage; recuse; limit info to be shared; declare; clarify roles)
1	Do you, an immediate family member or a person that you have a personal relationship with who has any financial interest in the work of CCI, which includes (but are not limited to): - A relationship with a supplier of goods or services to CCI, SR or other stakeholder? - A financial stake or controlling interest in any of the above?				
2	Have you, an immediate family member or a person that you have a personal relationship with been involved in any legal dispute that could have a real or perceived effect on your duties at CCI?				

#	Interest	YES/ NO	If YES, provide details	If YES – Management will Complete this section and Assess level of conflict	If YES: Actions to be taken to mitigate COI (avoid/disengage; recuse; limit info to be shared; declare; clarify roles)
3	Do you have a family-based relationship (sibling/s, parent/child, husband/wife, de facto spouses, partners, cousins, relations by marriage such as brother- or sister-in-law etc) or emotional-based relationship (including sexual relationships or close friendships) with any employee of CCI which will influence day to day professional decisions?				
4.	Do you have any relationship with CCI or its staff members that would cause your private interests to influence your professional duties were you stand to gain or lose financially from such a relationship?				