



Conflict of Interest Policy & Declaration

Bangladesh Socio Cultural Forum (BSCF)

1. Purpose

Bangladesh Socio Cultural Forum (BSCF) is committed to maintaining transparency, fairness, and integrity in all its decisions and activities.

A conflict of interest occurs when a person's personal interests, relationships, or financial benefits may influence their decisions or actions within the organization.

This policy ensures that decisions within BSCF are made in the best interest of the organization and not for personal gain.

2. Scope

This policy applies to:

- Executive Committee members
- Staff members
- Volunteers
- Program coordinators
- Youth Network leaders
- Anyone involved in decision-making on behalf of BSCF

It applies to decisions related to:

- Recruitment and appointments
- Financial decisions
- Procurement and purchasing
- Partnerships and collaborations
- Program selections and opportunities





3. What is a Conflict of Interest

A conflict of interest occurs when someone involved in BSCF decisions has a personal relationship or financial interest that could influence their judgment.

Examples include:

- Hiring a close family member without a fair process
- Awarding a contract to a company owned by a friend
- Selecting oneself or a close associate for opportunities without proper evaluation
- Using BSCF resources for personal benefit

Having a conflict of interest is not always wrong, but it must be declared and managed properly.

4. Principles

BSCF follows these principles to manage conflicts of interest:

Transparency

Members must openly declare any potential conflict.

Fair Decision-Making

Decisions should always prioritize the interests of BSCF.

Accountability

Members should avoid participating in decisions where they have a personal interest.



5. Real-Life Situations and BSCF Response

Situation 1: Family Member in Recruitment

A leadership member recommends their sibling for a volunteer position in a BSCF project.

What BSCF Will Do

- The leadership member should declare the relationship.
- The recruitment decision will be made by other committee members.
- The person with the conflict should not participate in the selection process.

Situation 3: Personal Financial Benefit

A program coordinator selects a printing company owned by their relative for event materials without informing the team.

What BSCF Will Do

- The situation will be reviewed by the leadership team.
- The coordinator should explain why the decision was made.
- Future procurement decisions may require multiple quotations or transparent approval processes.

Situation 4: Self-Selection for Opportunities

A leader selects themselves for a funded training opportunity without informing other eligible members.

What BSCF Will Do

- The opportunity selection process will be reviewed.
- Leaders should ensure that opportunities are shared openly and fairly.
- If necessary, the decision may be reconsidered.





6. Declaring a Conflict of Interest

If a member realizes they may have a conflict of interest, they should:

1. Inform the relevant leadership or committee.
2. Clearly explain the relationship or personal interest.
3. Step away from decision-making related to that issue if necessary.

Declaring conflicts helps maintain trust and fairness within the organization.

7. Responsibility of Members

All members of BSCF are expected to:

- Act in the best interest of the organization
- Avoid situations where personal interests influence decisions
- Declare potential conflicts honestly
- Support transparent decision-making

8. Conflict of Interest Declaration Form (Example)

Members involved in leadership or financial decisions may complete a declaration such as the following:

Name:

Position in BSCF:

I declare that:

I do not have any personal, financial, or family interests that may conflict with my responsibilities in BSCF.

OR

I declare the following potential conflict of interest:

I confirm that I will inform BSCF leadership if any conflict arises in the future.

Signature:

Date:



9. Policy Review

This policy will be reviewed periodically by the BSCF leadership team to ensure fairness and transparency in organizational decision-making.

Approved By

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