

# Conflict of Interest Policy

Public Interest Science Center (PISC)  
Les Tours Jumelles (Complexe Les Tours Jumelles), Brazzaville, Republic of the Congo  
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**Effective date:** [DD Mon YYYY] • **Approved by Board:** [DD Mon YYYY] • **Next review:** annually

## Purpose

This policy protects PISC's integrity by ensuring that decisions are made in the organization's best interest and that any personal, financial, or professional conflicts are disclosed and managed.

## Who this applies to

- All Board members, officers, employees, consultants, and volunteers with decision-making authority.
- Any committee member with delegated Board powers.

## Definition

**Conflict of interest** means a situation where a person's outside interests could improperly influence (or appear to influence) their judgment on PISC matters. Conflicts may be financial, professional, or personal (including family relationships).

## Disclosure and annual statement

- All covered persons must complete an **annual disclosure** and update it whenever circumstances change.
- At the start of each Board/committee meeting, members disclose any conflicts related to agenda items.

## How conflicts are handled

- The person with the conflict leaves the discussion and does not vote on the matter.
- The remaining Board/committee determines whether a conflict exists and documents the decision in the minutes.
- When appropriate, PISC seeks competitive quotes or independent review to confirm fair value and best interest.

## Gifts and hospitality

No one may accept gifts or benefits that could influence (or appear to influence) decisions. Modest, customary items may be accepted only if permitted by local law and declared to the Executive Director and Secretary.

## Recordkeeping

Disclosures, recusals, determinations, and decisions are documented in meeting minutes and retained for at least 7 years.

## Appendix A — Annual Conflict of Interest Disclosure (template)

Name: \_\_\_\_\_ Role: \_\_\_\_\_ Date: \_\_\_\_\_

1) I have read and understand this policy. ☒ Yes

2) I disclose the following actual or potential conflicts (organizations, relationships, financial interests):

\_\_\_\_\_  
\_\_\_\_\_

3) I agree to update this disclosure if circumstances change. ☒ Yes

Signature: \_\_\_\_\_