

Conflict of Interest – Overseas Operations Addendum

BUENE HOPE FOUNDATION LTD

Organisation: BUENE HOPE FOUNDATION LTD (ABN 90 692 932 139)

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1. Purpose

This addendum explains how the organisation manages conflicts of interest during overseas operations, including procurement, beneficiary selection, hiring and distribution.

2. Who Must Comply

- All staff, volunteers, the Manager, the Financial Manager.
- Any local assistants or community representatives involved in decision-making.

3. What Must Be Declared

- Family or personal relationships with suppliers or beneficiaries.
- Financial interests in suppliers or contractors.
- Any benefit (gifts, money, favours) connected to program decisions.

4. Rules for Managing Conflicts

- No person may approve a decision where they have a conflict.
- Conflicts must be declared in writing to the Manager.
- High-risk conflicts must be escalated to the Board.
- Gift acceptance: cash gifts prohibited; non-cash gifts must be logged.

5. Process for Handling a Conflict

- Complete Conflict Declaration Form.
- Manager reviews and decides mitigation steps.
- If unresolved or serious → escalate to Board.
- Failure to declare conflicts may result in disciplinary action.

6. Recordkeeping

All declarations and decisions must be documented and kept for at least 5 years.