

Conflict of Interest Policy for the Bratislava Policy Institute

Adopted by BRATISLAVA POLICY INSTITUTE (BPI)
board on 1. January 2023 in Bratislava, Slovakia

Purpose

The purpose of this policy is to protect the integrity of the Bratislava Policy Institute's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff, board members and partners.

Scope

This policy applies to all individuals and organizations involved with the Bratislava Policy Institute, including volunteers, employees, board members, donors, contractors, suppliers, partners and media.

Definition of Conflicts of Interest

A conflict of interest arises when the personal interests, activities or relationships of an individual or organization could influence or undermine the interests and integrity of the Bratislava Policy Institute. This includes using one's position for personal financial gain or other benefits.

Identification of Potential Conflicts of Interest

- Financial relationships and sources of funding of the organization and individuals
- Outside employment and consulting relationships
- Memberships and affiliations with other organizations
- Relationships with media outlets and columnists
- Relationships with political parties and state institutions
- Personal biases and connections

Procedures for Managing Conflicts of Interest

- Upon engagement with the Bratislava Policy Institute, individuals and organizations must declare in writing any existing or potential conflicts of interest.
- If a conflict or potential conflict arises, the interested party must declare this in writing as soon as possible.
- The board will determine whether a conflict exists and the interested party may be excluded from related discussions and decisions.
- Information relating to any conflicts of interest or potential conflicts must be recorded in the Conflicts of Interest Register.
- Mitigation procedures will be put in place where necessary, such as excluding individuals from specific initiatives or decisions.

Compliance

All volunteers, employees, board members and partners must comply with this policy. Non-compliance may result in termination of contracts or partnerships.

Distribution

This policy will be given to all new volunteers, employees, board members and partners. It will be reviewed annually and revised as needed.



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BRATISLAVA POLICY INSTITUTE