

# Conflict-of-interest Policy

Adopted by ADFM's Board of Directors

Last update: December 2023



# INTRODUCTION

The Alliance for the Rights of Mauritanian Women (ADFM) relies on a governance structure and clear, effective decision-making processes that enable the adoption of decisions in the interest of the diverse communities it serves.

Our relationships and communication with partners are based on principles of clarity and transparency. Measures are taken to minimize potential conflicts of interest. To achieve its objectives, the Alliance for the Rights of Mauritanian Women (ADFM) acknowledges the importance of the participation of various stakeholders, including civil society organizations, partners, and funders with whom it collaborates.

ADFM is aware that the nature of its governance structures, reflecting these different groups, can lead to conflicts of interest when the Board of Directors and the Executive Board must consider issues directly affecting the interests of governments, businesses, or organizations that are partners of the organization. Therefore, it is essential to identify any conflict of interest, whether current or potential, in advance. Any conflict of interest must be reported and handled with absolute integrity, ensuring that the participation of an individual, government, business, or organization within ADFM does not confer any unfair advantage to that person or entity in decision-making.

This policy aims to enhance the objectivity of the decision-making process of the Alliance for the Rights of Mauritanian Women (ADFM) by identifying and disclosing any potential or actual conflicts of interest and managing these conflicts transparently. A transparent and objective decision-making process will contribute to protecting the reputation and integrity of ADFM and fostering broad public trust in its activities.

## 1. CONFLICTS OF INTEREST

### 1.1

For the purposes of this policy, a conflict of interest arises when the ability of a person participating in a decision-making process (defined below) to exercise judgment in the overall interest of ADFM is compromised by the financial interests of a Partner they represent, their own financial interests, or those of their family members.

### 1.2

A distinction should be made between potential conflicts of interest and actual conflicts of interest. A conflict of interest is potential when a person faces a conflict of interest in exercising their judgment but is not yet in a position to express that judgment. A conflict of interest is effective when a person faces a conflict of interest in exercising their judgment and is already in a position to express that judgment.

## **2. APPLICATION OF THE POLICY**

### **2.1**

This policy applies to the following individuals (each being a "ADFM Officer") when participating in a decision-making process:

- Members and alternate members of the Board of Directors;
- Members of the executive office.

### **2.2**

Decision-making processes refer to a meeting or other discussion of the Board of Directors, whether in person, electronically, or by any other means, related to a significant decision on direction, granting, cancellation, or reduction of funds.

## **3. CONFLICT OF INTEREST MANAGEMENT PRINCIPLES**

### **3.1**

ADFM conducts decision-making processes in an open and transparent manner.

### **3.2**

It is understood that ADFM Officers participate in decision-making processes in the interest of the governments, businesses, or organizations of their respective groups. In doing so, they must comply with ADFM's rules and procedures. In the exercise of these functions, ADFM Officers must refrain from exerting undue influence on the decision-making process.

### **3.3**

Generally, ADFM Officers participating in a decision-making process must be mindful of the potential or actual existence of conflicts of interest and must, if applicable, report them in advance to the members of the Board of Directors and the Executive Office.

### **3.4**

In the case of a decision-making process regarding a funding proposal, the following specific provisions apply:

- a) Any ADFM Officer with a conflict of interest, potential, or effective, regarding a funding proposal must report the existence of this conflict of interest to the meeting chair during which the funding proposal is discussed, before participating in the discussion.
- b) It is assumed that an ADFM Officer representing a country, organization, or entity: i) appointed as a partner agent; or ii) the partner developing country or another organization set to receive a grant through the approved allocation, has a conflict of interest and must report it.
- c) When informed of a conflict of interest, the chair decides on any limitations on the participation of the person concerned by the conflict in the discussion.

d) When an ADFM Officer with an effective conflict of interest fails to report the said conflict of interest, the meeting chair contacts the relevant ADFM Officer and requests them to recuse themselves.

e) An ADFM Officer with a conflict of interest regarding a funding proposal must not participate in any vote on the approval, reduction, or cancellation of funding for said proposal.

### 3.5

When an ADFM Officer representing a group reports having a conflict of interest, they have the right to request another member of their group to participate in the decision-making process. In such a case, the person concerned by the conflict of interest will not be involved in the consultation process of the represented group.

### 3.6

An ADFM Officer is not allowed to receive or accept a gift of reasonable value that could reasonably affect their judgment in a decision-making process.

### 3.7

To strengthen the enforcement of this policy, anyone with valid reasons to believe that an ADFM Officer has failed to report a conflict of interest before participating in a decision-making process or has violated this policy in any other way must inform the Chair of the Board of Directors or another member of the Board of Directors. ADFM will provide the ADFM Officer concerned with the right to reply. After receiving this response, ADFM will discuss its resolution, which may include sanctions or the review of the decision, and, if necessary, formulate a recommendation for decision to the Board of Directors.

## Adherence

By signing this **Conflict-of-interest Policy**, we affirm our unwavering commitment to the fundamental principles of integrity, fairness, and transparency that guide our organization.



**Oumou Oumar Bâ**  
General Director



**Haby Mamadou Dia**  
President of the Board of Directors