Conflict of Interest Policy

DISCLOSURE, RECUSAL AND IMPARTIAL DECISIONS

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1. Purpose

RYO decisions must advance its charitable and educational mission rather than private interests. A conflict exists when a personal, family, professional, financial or organisational interest could interfere with, or reasonably appear to interfere with, independent judgement. A conflict is not automatically misconduct; concealing or mismanaging it can be.

2. Who is covered

All Board members, delegated representatives, employees, volunteers, consultants and persons participating in procurement, recruitment, admissions, scholarships or grants must disclose relevant conflicts.

3. Common examples

Conflicts include, without limitation:

- Selecting or supervising a close relative or business partner without transparent controls.
- Awarding a procurement contract to a firm owned by an officer, family member or close associate.
- Using confidential scholarship, donor or beneficiary information for private gain.
- Directing learners to a paid private service operated by an RYO insider without disclosure.
- Participating in Board decisions about one's own remuneration, performance or contractual arrangement.

4. Disclosure and register

Covered persons shall declare relevant interests on appointment, once each year, and immediately when a new conflict arises. The Secretary or authorised governance custodian shall maintain a restricted Conflict of Interest Register. Declarations should describe the interest, affected decision, relationship and proposed safeguard.

5. Decision-making procedure

The conflicted person must notify the meeting chair before discussion, leave the relevant deliberation where appropriate, refrain from voting or influencing others, and allow a non-conflicted quorum to decide. The minutes shall record the declaration and mitigation; sensitive personal details are kept in a restricted annex.

6. Related-party transactions

Such transactions require documented evidence of necessity, fair market value and alternatives. Independent approval must be recorded in advance. If disinterested decision-making cannot be assured, the transaction shall not proceed until independent advice or an alternative procedure is arranged.

7. Breach, confidentiality and review

Suspected concealment may be reported under the Whistleblowing Policy. Records shall be kept securely; only necessary details should be released. The Board shall review unresolved conflicts and this policy annually.

Approval and implementation

This policy was approved by the Board of Directors of Rawdah Youth Organization on 02 November 2026 and is in force from that date.

Reference guidance

- Transparency International - Conflict of Interest Policy: https://www.transparency.org/en/the-organisation/conflict-of-interest-policy
- Core Humanitarian Standard (2024): https://handbook.corehumanitarianstandard.org/en/chs/2024