



History of changes:

<i>Version.</i>	<i>Title.</i>	<i>Prepared:</i>
<i>V 4.0</i>	<i>Conflict of interest policy</i>	<i>March 2025</i>

Contents

1. Purpose of the policy
2. Scope of application
3. Definition
4. Examples of conflicts of interest
5. Mechanism for dealing with conflicts of interest
6. Procedure for internal investigation in case of a conflict of interest
 - 6.1 Reporting a potential/actual conflict of interest
 - 6.2 Preliminary assessment and determination of the conflict of interest
 - 6.3 Direct assessment and decision-making
 - 6.4 Monitoring the implementation of decisions
 - 6.5 Maintaining confidentiality
7. Mechanism of sanctions and liability
8. Declaration of conflict of interest



1. Purpose of the policy

CO CF New Dawn (from now on referred to as the Organization) strives to adhere to the highest standards of efficiency, responsibility, and transparency in its activities. The Organization's policy concerning the Conflict of Interest is most respected and understood as essential. The Organization, following this policy thus dedicated itself to:

1. Implement mechanisms for preventing and addressing conflicts of interest applicable to the Organization's employees and other individuals specified in this policy.
2. The rules of integrity and behavior related to combating conflicts of interest must be followed by the organization's employees and other persons specified in this policy.
3. To inform third parties about the behavior they have the right to expect from the Organization's employees and other entities specified in this policy.

2. Scope of application

1. This policy applies to all employees and members of the Organization's management.
2. The provisions of this policy may also be applied to any person employed by the Organization.
3. This policy applies, depending on the specific terms and conditions of the agreement, particularly to consultants, suppliers, sub-grantees, and implementing partners.



3. Definition

- *Conflict of interest:* A "conflict of interest" occurs when an employee of the Organization and/or other organizations referred to in this policy has a private interest that may affect or appear to affect the impartial and objective performance of his/her professional duties. A conflict of interest also implies a conflict between the personal interest of an employee of the Organization and his/her authority within the framework of the Organization's activities.
- *Potential conflict of interest:* a person has a private interest in the area in which he or she exercises his or her official or representative powers, which may affect the objectivity or impartiality of his or her decision-making or the performance or non-performance of actions in the exercise of his or her powers.
- *Real conflict of interest:* a conflict between a person's private interest and his or her official or representative powers, which affects the objectivity or impartiality of his or her decision-making or the performance or non-performance of actions in exercising these powers.
- *Consultant:* For this policy, a "consultant" is a third party, whether natural or legal, with or without legal personality, who directly or indirectly provides any consulting services to the Organization, whether for a fee or not.
- *Supplier:* For this policy, a "supplier" is a third party, whether natural or legal, with or without legal personality, that directly or indirectly provides any goods and/or services to the Organization, whether for a fee or not.
- *Management:* This policy refers to senior management (e.g., Chief Program Officer, Chief Financial Officer).



NEW DAWN

БО БФ РАНОК ВІДРОДЖЕННЯ

- *Stakeholders:* For this policy, "stakeholders" are individuals or groups of individuals, with or without legal personality, who directly or indirectly, voluntarily or involuntarily, contribute to, participate in, or benefit in any way from the organization's actions, programs, and activities.
- *Employees of the Organization:* by the terms of this policy, the term employees of the Organization means any person who works for the Organization based on an employment contract.
- *An associated person:* parents, spouse, civil partner, child, sibling, business partner, or any other individual who is an employee's employer or has a special personal or professional relationship with them.

4. Examples of conflicts of interest

- A member of the tender committee supports a supplier where his relative works.
- An employee simultaneously works for another organization that competes with the foundation.
- An employee accepts a gift worth more than 50 euros from a contractor.
- An employee's relative works for an organization that receives funding from the foundation.

5. Mechanism for dealing with conflicts of interest

Preventing cases of conflict of interest:

1. Employees and other persons referred to in this policy must not allow their private interests to conflict with their duties. They are responsible for avoiding such conflicts, whether potential or actual.



NEW DAWN БО БФ РАНОК ВІДРОДЖЕННЯ

2. Under no circumstances shall the employees of the Organization and other persons referred to in this policy have the right to use their official position in bad faith for personal gain.
3. Not to take action or make decisions in the face of an actual conflict of interest.
4. All employees and members of the foundation's management annually submit a "Declaration of Absence or Presence of a Conflict of Interest".

Reporting:

1. Employees of the Organization and other persons referred to in this policy shall notify no later than the next business day when the person becomes aware of a real or potential conflict of interest to his/her immediate project manager and/or the Management of the Organization.
2. Employees of the Organization and other persons referred to in this policy should report to their immediate project manager or the Organization's Management and/or through **complaints@newdawn.org.ua** any evidence, allegations or suspicions of illegal or criminal activity against the Organization that they become aware of in the course of their duties or in the performance of their official duties. Investigation of the reported facts is the responsibility of the Organization.
3. Current employees and other persons referred to in this policy who have reported the case mentioned above of misconduct under this policy and believe that the response provided is not satisfactory may report it to **complaints@newdawn.org.ua**.
4. The Organization shall ensure that employees and other persons referred to in this policy who report the cases described above based on reasonable suspicion and in good faith will not suffer harm as a result.



NEW DAWN

БО БФ РАНОК ВІДРОДЖЕННЯ

5. Cases of abuse of the complaint mechanisms may be subject to sanctions.

Actions in case of a conflict of interest:

1. Since acting employees and other persons referred to in Article 1 of this policy are usually the only ones who know that they have a potential or actual conflict of interest, they are required to disclose it personally:
 - Notify no later than the next business day from the moment the person becomes aware of the existence of an actual or potential conflict of interest between his/her immediate project manager and/or the management of the organization.
 - comply with any final decision that requires them to resolve the situation, including withdrawing from it or giving up the benefit that is causing the conflict.
1. Employees of the Organization must disclose potential or actual conflicts of interest before they are involved in a proposed project.
2. In the event of a conflict of interest that has voluntarily not been disclosed by an employee of the Organization, such an employee may be subject to disciplinary action.
3. The Organization guarantees that employees who report the cases described above on the basis of reasonable suspicion and in good faith will not suffer any harm and will remain anonymous.
4. The organization should take the necessary steps to guarantee the confidentiality of the report author and other stakeholders.

Gifts:

1. Employees of the Organization and other persons referred to in this policy shall not solicit or accept gifts, favors, invitations, or any other benefit intended for



NEW DAWN

БО БФ РАНОК ВІДРОДЖЕННЯ

them, their families, parents, close friends, or persons or organizations with whom employees of the Organization and other persons referred to in this policy have or have business or any other relationship that may affect or appear to affect the impartiality with which they perform their duties and/or their mission, or that may be rewarded for the performance of their duties or mission, or that may be rewarded for their duties or mission.

2. In its activities, the Organization does not seek to gain advantages by giving or receiving inappropriate gifts, hospitality, or monetary rewards. However, the Organization reserves the right to traditional hospitality, which should not create a situation of potential or actual conflict of interest and is clearly defined by the Anti-Corruption and Anti-Bribery Policy.

Reaction to the offer of unfair advantages:

If the Organization's employees and other persons referred to in this policy are offered an unfair advantage, they should take the following steps to protect themselves:

- give up an unfair advantage. You do not have to accept it to use it as evidence;
- try to identify the person who made the offer;
- avoid prolonged contact, although knowing the reason for the offer may be helpful in the application;
- if the gift cannot be refused or returned to the sender, the presence of the gift should be reported to the management of the Organization;
- Try to have witnesses, such as colleagues who work nearby;
- make a written report on such an attempt and send it promptly to the immediate supervisor and/or to **complaints@newdawn.org.ua**



- timely notify his/her immediate project manager and/or the Organization's management of the attempt;

6. Procedure for internal investigation in case of a conflict of interest

This procedure aims to ensure a fair and transparent process for investigating conflicts of interest, which helps to protect the organization's reputation and effectiveness.

6.1 Reporting a potential/actual conflict of interest

- **6.1.1.** Each employee is obliged to immediately notify the project manager and/or the organization's management in case of a potential or real conflict.
- **6.1.2.** The notification may be made in writing or through confidential communication channels.

6.2 Preliminary assessment and identification of conflicts of interest

- **6.2.1.** The responsible person conducts a preliminary assessment of the received notification to determine whether there is a potential/actual conflict of interest.
- **6.2.2.** A formal investigation is initiated if a potential/actual conflict of interest is confirmed.

6.3. Direct assessment and decision-making



NEW DAWN

БО БФ РАНОК ВІДРОДЖЕННЯ

6.3.1. The immediate project manager or the Head of the Organization, whose authority includes decision-making, collects all available facts, documents, and evidence related to the potential/actual conflict of interest from the subordinate within two business days.

6.3.2. The real degree of impact of the conflict on the Organization's activities is assessed.

6.3.3 The manager shall decide on personal or external settlement of the conflict of interest.

6.3.4. The organization shall notify the donor financing the project directly within one business day of any existing and confirmed conflict of interest.

- External settlement of a conflict of interest involves removing a person from performing a task, taking actions, making a decision or participating in its adoption in the context of an actual or potential conflict of interest.
- If, according to Management's assessment, the level of influence of an employee's conflict of interest does not affect the organization's reputation and integrity, external control over the performance of the relevant task, taking certain actions, or making decisions is applied.
- Restricting access to certain information for a person with a potential/real conflict of interest.
- Revision of the scope of a person's official powers.
- Transfer of a person to another position.
- Dismissal of a person.

6.4. Control over the implementation of decisions



6.4.1 The responsible person (project-manager or Organizations management) monitors the implementation of the decisions made to prevent the recurrence of a conflict of interest.

6.4.2. In case of failure to comply with the decisions, additional disciplinary measures may be taken.

6.5. Maintaining confidentiality

6.5.1. The principle of confidentiality should be adhered to at all stages of the investigation, including the information-gathering and decision-making process.

6.5.2. Protecting persons who have reported a possible conflict of interest from harassment or discrimination.

7. Mechanism of sanctions and liability

Investigations conducted by this policy may have the following consequences:

- **Disciplinary Sanctions:** Violating this policy may result in sanctions ranging from a warning to termination of employment for serious misconduct without notice and compensation.
- **Compensation for losses:** If the Organization has suffered losses, full reimbursement of all profits or benefits improperly obtained, as well as reimbursement of expenses, will be sought from the person(s) or organization(s) responsible for the losses. If the person or organization is unable or unwilling to compensate, civil proceedings will be considered to recover the losses.
- **Criminal liability:** In some cases, actions/decisions taken in a conflict of interest may contain a sign of one of the corruption criminal offenses, the list



NEW DAWN

БО БО РАНОК ВІДРОДЖЕННЯ

of which is determined by the Criminal Code of Ukraine. In this case, based on the results of the internal investigation, such a sign will be reported to Ukraine's law enforcement agencies to prevent the commission of an offense.

- **Lessons learned and improvements to internal controls:** Conflict of interest investigations can potentially point to oversight failures and/or loopholes and/or lack of controls; any actions to improve systems should be documented in the investigation report and implemented after the report is completed.

Approved and Signed by:

Chairperson of the Board Yuliya POGREBNA

Financial Director Philipp FRANKE

Compliance Officer Viktoriya DIDOVETS

