



## Ethics and Conflict-of-Interest Policy for Employees

### Summary

This policy applies to all staff, including senior managers and the board members, paid staff, volunteers and sessional workers, temporary staff, students or anyone working on behalf of the Research and Policy Integration for Development (RAPID). All RAPID employees are expected to exhibit and promote the highest standards of honest and ethical conduct in all dealings pertaining to the business of the organisation. That means, while working for RAPID, employees are expected to act solely in the interest of RAPID and not in their personal interests or in the interests of others. In other words, RAPID employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the organisation. RAPID expects that the transactions employees participate in are ethical and within the law, both in letter and in spirit. RAPID recognizes and respects individual employee's right to engage in activities outside of his or her employment that do not in any way conflict with or reflect poorly on the organization. Management reserves the right, however, to determine when an employee's activities represent a conflict with the organisation's interests and to take the necessary actions to resolve the situation.

### What Constitutes a Conflict of Interest?

There is no way to develop a comprehensive, detailed set of rules to cover every business situation. The tenets in this policy outline some basic guidelines for ethical behavior at RAPID. Whenever an employee is in doubt, s/he should consult respective manager/supervisor/Executive Director. Conflicts of interest or unethical behavior may take many forms such as:

- Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, or any education or publishing concern that may stand to gain from influencing information in our publications regardless of the nature of the employment
- Hiring or supervising family members or closely related persons
- Owning or having a substantial interest in a competitor, supplier, or contractor
- Having a financial interest or potential gain in any RAPID transaction
- Placing business with a firm owned or controlled by a RAPID employee or his or her family
- Accepting gifts, discounts, favours or services from a customer/potential customer, competitor or supplier, unless it can be and is shared by RAPID employees or the gift, discount, favor or service has a nominal retail value
- Using RAPID resources to provide gifts, favors or services to a customer/potential customer, competitor or supplier, unless the gift, discount, favor or service has a nominal value or the employee has management approval



- Using proprietary and/or confidential information for personal gain or to the organization's detriment
- Unauthorized use of RAPID resources for employee's personal benefit or for the benefit of any other person or organisation

### Confidential or Proprietary Information

All employees are expected to maintain the confidentiality of confidential information belonging to RAPID, except when disclosure is authorized or legally required. Confidential information may include, for example, non-public information that might be of use to a competitor of RAPID, if disclosed. Confidential information obtained in the course of employment with RAPID may not be used for personal gain during or after the term of employment. RAPID complies with laws and other legal requirements governing rights to and protection of patents, copyrights, trademarks, trade secrets and other forms of intellectual property owned by RAPID and third parties. In addition, RAPID uses software and information only in accordance with applicable licenses or other rights of use.

**No Insider Trading:** In the course of employment, employees may come into possession of nonpublic information regarding companies (including clients) such as the organization's business or growth strategy and other internal decisions. All employees of RAPID are prohibited from trading such information either for making any financial gains or for any other reasons. Under no circumstances, RAPID employees should disclose any information on bidding documents that can affect the organization's interest.

### Protection and Proper Use of RAPID's Assets

RAPID employees are expected to protect the organization's assets and use their best efforts to ensure their proper and efficient use. RAPID's assets should be used for legitimate business purposes, except (when properly authorised) for limited personal use that does not interfere with RAPID's activities.

### Disclosure and Management of Conflicts of Interest

Should an appearance of impropriety or actual conflict of interest exist, appropriate actions must be taken, which will vary depending upon the particular facts. The employee involved in the conflict situation must work cooperatively with their manager/Executive Director to achieve a resolution of the conflict issues in the best interests of RAPID. This may include the employee being removed from a position of decision-making authority with respect to the conflict situation or other more serious actions, depending upon the nature of the conflict. If the conflict involves a grant or a contract being entered into by RAPID, the due diligence review process must disclose the conflict and document the steps taken to address the conflict. A copy of this information must be provided to the Administration.

### Interpretation

This policy cannot describe all conflicts of interest situations that may arise involving RAPID. Therefore, RAPID employees must use good judgment to avoid any appearance of impropriety. Appropriate circumstances may also justify exceptions to the application of the policy. If you have any questions

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about this policy or its application, please seek advice from the Executive Director prior to entering into such transaction. RAPID will ensure communicating this policy to all staff members and other concerned. For any queries, speak to the Executive Director.