



# New Life Community Services Board Governance Policy & Conflict of Interest Disclosure

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## Conflict of Interests

### Preamble

All staff and volunteers serving in New Life Community Services (New Life) shall act in the best interest of the organisation. There should be no vested or personal interest or interest of third parties. Actual, potential or perceived conflict of interest that could affect the integrity, fairness and accountability of New Life must therefore be prevented.

### Principles

- New Life's integrity of serving for public trust and community good, rather than personal gain, must be upheld at all costs.
- Where conflict of interests are inevitable, the affected party/parties must declare such interest(s) as soon as possible, and refrain from discussion and decision-making pertaining to the matter.
- Staff and volunteers roles shall be clearly differentiated so as to safeguard the independence of Board decisions and to avoid possible conflict of interests which may otherwise arise.

### Parameters

- "New Life Personnel" in this policy refers to the following:
  - Staff
  - Volunteers
- This policy specifically addresses the following situations or matters:
  - Contract with Vendors
  - Vested interest in other Organisations That Have Dealings With New Life
  - Joint Ventures
  - Recruitment of Staff with Close Relationship
  - Remuneration For Voluntary Service
  - Paid Staff on Board
- The above list, however, is non-exhaustive. In any other situations or matters whereby an actual, potential or perceived conflict of interest is or may be encountered (even if such situation or matters have not been specifically addressed in this policy), New Life personnel are obligated to adhere to the general principles stipulated herein, and to act accordingly.

The conflict of interest policy and declaration form will be read by New Life personnel upon appointment as an acknowledgement of having understood the policy and that he/she will fully disclose to the organisation when a conflict of interest situation arises. Such conflict of interests situations include but not limited to the following:

- Conflict of Interest Situations

- Contract with vendors

Where New Life personnel have personal interest in business transactions or contracts that New Life may enter into, there should be a policy requiring a declaration of such interest as soon as possible followed by abstention from discussion and decision-making on the matter (including voting on the transaction or contract). All such discussion and evaluation by the board or relevant approving authority in arriving at the final decision on the transaction/contract should always be well documented.

- Vested interest in other organisations that have dealings/ relationship with the charity

Where New Life personnel who have vested interest in other organisations that has dealings/relationship with New Life, and when matters involving the interests of both New Life and the other organisation are discussed, there should be a policy requiring a declaration of such interest and if necessary, followed by abstention from discussion and decision-making on such matters.

- Joint Ventures

The board's approval should be sought before the organization enters into any joint venture with external parties. Where New Life personnel have interest in such ventures, there should be a policy requiring a declaration of such interest and if necessary, followed by abstention from discussion and decision-making on the matter.

- Recruitment of staff with close relationship

Recruitment of staff with close relationship (i.e. those who are more than just mere acquaintances) with New Life personnel should go through the established human resource procedures for recruitment. The New Life personnel should make a declaration of such relationships and should refrain from influencing decision on the recruitment.

- Remuneration

Volunteers should serve without remuneration for their voluntary service to New Life so as to maintain the integrity of serving for public trust and community good instead of personal gain. However, New Life may reimburse volunteers for out-of-pocket expenses directly related to the service.

- Paid staff on board

Paid staff, including the executive head and senior staff employed by New Life, should not serve as a member of the board as it can pose issues of conflict of interest and role conflicts, and may raise doubts on the integrity of board decisions. The executive head and senior staff can attend board meetings as ex-officio, to provide information and facilitate necessary discussion but should not take part in the decision-making of the board.

- Disclosure Policy and Procedure

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

- The conflicting interest is fully disclosed
  - The person with the conflict of interest is excluded from the discussion and approval of such transaction;
  - A competitive bid or comparable valuation exists; and
  - The **Audit and Governance Committee** has determined that the transaction is in the best interest of the organisation.
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- Any disclosure of interest made by New Life personnel where they may be involved in a potentially conflicting situation(s), must be recorded, filed and updated appropriately by all specified parties.
  - This policy document must be read and understood by all New Life personnel upon the start of office.
  - Any disclosure of interest made by New Life personnel where they may be involved in a potentially conflicting situation(s), must be recorded, filed and updated appropriately by all specified parties.

**Conflict of Interest Disclosure  
New Life Community Services**

With regard to my employment as with New Life, I have the following potential conflict of interest to report: (please leave this segment blank if there is no potential conflict of interest to report)

- I am affiliated<sup>1</sup> to another charity?
- Affiliated to any vendor, supplier, or any other party providing or bidding for providing services, having a direct or indirect interest in any business transaction(s), agreement, investment with New Life Community Services
- Having any business dealings or transaction with a vendor, supplier or any other party which could result in benefit to me?
- I or person(s) I have affiliation with have interest in purchasing services from New Life Community Services
- Affiliated to any staff of New Life Community Services
- Affiliated person(s) is involved is a party to or have an interest in any pending legal proceedings involving New Life Community Services
- Others: (please specify): \_\_\_\_\_

Please elaborate on the potential conflict arising from the above situation with regards to the transaction concerned (e.g. nature of service/ transaction, if affiliated person involved, the identity of the affiliated person and your relationship with that person):

I hereby confirm that I have read and understood the conflict of interest policy of this organisation and that I will make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest. I will make full disclosure to the organisation when a conflict of interest situation arises. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with the conflict of interest policy, I will notify the organisation immediately.

I also confirm that the disclosure made in the Conflict of Interest Disclosure segment above is complete and correct to the best of my information and belief. I shall not be participating in the discussion and decision making of this matter. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with the conflict of interest policy, I will notify the Director or the Board Chair immediately.

Signature : \_\_\_\_\_  
Name & Designation (NRIC /FIN No.: )

Date :

<sup>1</sup> Affiliated refers to the following: Spouse, domestic partner, child, mother, father, brother or sister or close associates; any corporation, business or non-profit organisation of which you are serve as staff, officer, board member, partner, participate in management or are employed by; any trust or other estate in which you have a substantial interest or as to which you serve as a trustee or in a similar capacity.