



Sambhav (Possible)

Human Resource (HR) By-Law Nepal

Date: June 1, 2021 First approved by the BOARD.

In exercise of the power conferred by clause 14(8) of the organization's constitution 2020, Sambhav (Possible) has formed the Human Resource (HR) By-Law.

CHAPTER 10: CODE OF CONDUCT

10.1. Conflict of Interest

- a. A conflict of interest appears when an employee takes actions and/or has interests that make it difficult or impossible to fulfill their responsibilities objectively and effectively. All employees should disclose possible conflict of interest upon joining the organization and annually through conflict disclosure form. In addition, employee should declare any likely or potential conflict of interest immediately when the scenario is known or has come to their attention. Conflicts of interest can include, but are not limited to:
 - i. Asking for and/or accepting money, gifts, loans, and/or other financial or material rewards from program/project beneficiaries, research participants, collaborating institutions/organizations, colleagues, job applicants, suppliers, contractors, or others we do business with.
 - ii. Benefiting financially from a work-related transaction (for example, embezzlement of Sambhav (Possible)'s funds)
 - iii. Forgery, alteration, or falsification of documents (for example, data, impact metrics, expense reports, purchase orders, contractor agreements.)
 - iv. Using organization information or assets for personal gain, the gain of another person, and/or the gain of another enterprise.
 - v. Accepting outside employment that is inconsistent with Sambhav (Possible)'s interests (for example, starting your own line of business that competes with Sambhav (Possible).
 - vi. Exercising undue influence over recruitment, training, or other HR procedures to benefit oneself or other individuals.
 - vii. Having romantic relationships where there is an immediate reporting relationship between the employees, and/or when a romantic relationship could cause others to lose confidence in the judgment or objectivity of either employee, or the relationship could be harmful in any way to Possible.
 - viii. Making any defamatory comments about the organization, its employees, beneficiaries, or partners, whether written, oral or electronic.
- b. Violations of this conflict of interest by-law is subjected to corrective action under Chapter 12.

c. Disclosure and Management of a Conflict of Interest

All employees must always abstain from voting on, or otherwise influencing, transactions where a conflict of interest exists. Whenever any conflict of interest exists, they shall disclose such conflict of interest and shall abstain from influencing or voting on any proposed action.

Employees will use disclosure form within a reasonable time submit it to PAC and Management and Leadership committee. Once a conflict of interest has been disclosed, designate may participate in the discussion of the proposed action as advised by the committee or delegate.

ANNEX A. STATEMENT OF UNDERSTANDING

I, _____, have received and read a copy of the Sambhav (Possible) HR By-Laws/HR Policies for Nepal. I understand that the it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with the organization. I understand and agree that it is my responsibility to read the by-laws and to abide by the rules, policies, and standards it sets forth.

I understand that, with the exception of written employment agreements, this HR By-Laws supersedes all prior agreements, understandings, and representations concerning my employment with Sambhav (Possible).

Employee's Signature

Date