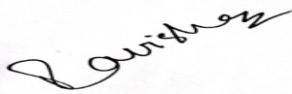


TASKEEN HEALTH INITIATIVE

CONFLICT OF INTEREST

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Approved by:
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Date: 30th July, 2022

PURPOSE

This policy is a guideline to outline the rules regarding declaration of conflict of interest by employees to protect the organizational interests of Taskeen Health Initiative.

CONFLICT OF INTEREST

POLICY STATEMENT

The relationship of the company with its employees should be based on mutual trust. As the organization is committed to preserve the interest of people under its employment, it expects them to make all decisions in the best interest of the organization. Conflict of interest refers to any case where an employee's personal benefits might contradict the interest of Taskeen. This is an unwanted circumstance as it may have heavy implications on the employee's judgement and commitment to the company.

This policy will outline the rules regarding conflict of interest and the responsibilities of employees and the company in resolving any such discrepancies.

SCOPE

This policy is intended to serve as a guideline for all the persons employed by Taskeen, regardless of their position.

UNDERSTANDING CONFLICT OF INTEREST

This situation may take many different forms that include, but are not limited to:

- Employees' ability to use their position at the company for their personal advantage.
- Employees engaging in activities that will bring direct or indirect profit to a competitor.
- Employees using connections developed through the company for their own private purposes.
- Employees using company equipment or means to support an external business or for personal purposes.
- Employees acting in ways that may compromise the company's legal compliances (e.g. taking bribes or bribing representatives of legal authorities).
- Entering a business or other contract/transaction on behalf of the company with a company or firm in which employee has a financial interest.
- Influencing the purchase of equipment, materials, or services for Taskeen from a company or firm in which employees have a financial interest.
- Accepting gifts, benefits, or favors from individuals or firms with whom Taskeen does business, except as token courtesies.
- Participating in the appointment, hiring, promotion or evaluation of a person related to them by blood.

DISCLOSING POTENTIAL CONFLICT OF INTEREST

1. Business Affiliation:

Disclosure is required of the employee concerning all personal relationships and business affiliations that could give rise to a conflict of interest involving Taskeen. This disclosure shall be continuously reported and kept current, as set forth below, if the staff member or a member of his or her family is:

- An officer, director, trustee, partner, and employee of an organisation doing business with Taskeen, and/or
- Materially benefiting through substantial receipt of cash or other property (exclusive of dividends or interest) from such organisation. Disclosure of an affiliation of a family member should be made if it is felt that any affiliation may create a conflict of interest with the Taskeen.

2. Personal Relationship:

Relationships that may impact the transactions or working activity of the organisation, whether it be steering a business transaction in one's favor or taking business/managerial decisions by disregarding the organization's policies that ensure merit and transparency poses a serious conflict of interest. Such relationships need to be disclosed to the management and include the following:

- Any blood relationship which would include the employee's parents and siblings.
- Any relationship that would constitute as extended family which includes cousins, aunts, and uncles.
- Any relationship between the employee and an outsider having a close friendship or a business relationship with someone.
- Consensual personal relationships involving employees in the organization whether it be a direct hierarchical relationship (i.e. in the same reporting line, where one person has supervisory or decision making authority over the other) or no direct relationship represent a potential conflict of interest. Where such a relationship exists, the policy requires employees to declare the consensual personal relationship. The risks of potential conflict of interests are likely to be heightened for officers in senior leadership positions.

PROCEDURE TO MANAGE CONFLICT OF INTEREST

- **Duty to Disclose:** Every employee of Taskeen is obligated to disclose any known or potential conflicts of interest as soon as they arise. Failure to do so could result in termination of employment. The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when an employee understands or suspects that a conflict of interest exists, they should bring this matter to the attention of management so corrective actions may be taken. Supervisors must also keep an eye on potential conflict of interests of their subordinates.
- **Investigating potential conflicts:** When a possible conflict of interest arises, the management will collect of the pertinent information and may question any concerned parties. If the management determines that a conflict exists, steps will be taken to address to conflict. If no conflict exists, the inquiry may be documented but no further action will be taken.
- **Addressing conflicts of interest:** When an actual conflict of interest is found, any transactions that may have been affected will be reviewed retroactively. Affected parties both within and outside of the company, including directors, employees, and contractors will be notified. An investigation will also be conducted by the management to determine the extent of the conflict and the intentions of the parties involved.
- **Disciplinary action:** The responsibility of resolving a conflict of interest starts from the immediate supervisor and may reach senior management. All conflicts of interest will be resolved as fairly as possible. Senior management has the responsibility of the final decision when a solution cannot be found. As all conflicts of interest will be reviewed on a case-by-case basis, a review may result in disciplinary action. The management has full discretion

to deem what disciplinary action is both fitting and necessary, including suspension and/or termination of employment.

VIOLATION OF CONFLICT OF INTEREST

Where a conflict of interest was not disclosed by the member before the transaction took place, the issue should be brought to the notice of the management that can take the following routes:

- If the management has a reasonable cause to believe that a person has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and the person may be given an opportunity to explain the alleged failure to disclose.
- After hearing the response of the interested person and making further investigation as may be warranted in the circumstances, the management will determine that the person has in fact failed to disclose an actual or possible conflict of interest; it will initiate appropriate disciplinary and corrective action. This action may include, but is not limited to issuance of a warning, financial penalty or termination.

DISCIPLINARY CONSEQUENCES

Compliance with this Policy is compulsory. In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action may be invoked up to and including termination.