

CONFLICT OF INTEREST POLICY



1.0 Introduction

This Conflict-of-Interest Policy is established to ensure the integrity and impartiality of Pustaka's operations and services. The policy aims to identify and manage potential conflicts of interest among staff and stakeholders to maintain public trust and uphold Pustaka's mission.

2.0 Definition of Conflict of Interest

A conflict of interest arises when a staff member's personal, financial, familial, or other interests could influence, or appear to influence, their professional duties, decisions, or actions, compromising the Pustaka's commitment to providing unbiased and equitable services.

3.0 Disclosure and Transparency

The staff member must disclose any actual or potential conflict of interest promptly and in writing to Integrity Unit officer. This disclosure should include the nature of the conflict and any measure taken to mitigate its impact.

4.0 Mitigation Measures

Upon disclosure of a conflict of interest, the Integrity Unit, in collaboration with the affected staff member, shall implement appropriate mitigation measures. These measures may include recusal from specific services or operations matters, assignment adjustments, or refraining from accepting gifts or benefits that could compromise objectivity.

5.0 Procurement and Vendor Relationships

The staff involved in procurement processes must avoid conflict of interest with vendors or suppliers. Staff member should not participate in the selection or evaluation of vendors, suppliers etc., if they have a personal or financial interest in the outcome.

6.0 Gift and Donation Policy

A clear gift policy was established under *Garis Panduan Pengurusan Hadiah Untuk Perkhidmatan Awam Negeri Sarawak*, specifying the conditions under which gifts may be accepted by Pustaka. The staff must refrain from accepting gifts or donations that could create a conflict of interest or compromise their impartiality.

7.0 Training and Education

Regular training programs will be conducted to educate the staff about the importance of identifying and managing conflict of interest, promoting a culture of integrity, transparency, and ethical behaviour within Pustaka.

8.0 Reporting Mechanism

A confidential reporting mechanism is available for the staff to report suspected conflict of interest without fear of reprisal. Reports will be thoroughly investigated, and appropriate actions will be taken as necessary.

9.0 Disciplinary Actions

Failure to comply with this policy or intentional concealment of conflict of interest may result in disciplinary actions, in accordance with Statutory Bodies (Conduct and Discipline) Ordinance, 2004 and applicable laws.

10.0 Review and Compliance

This policy shall be reviewed annually to ensure its effectiveness and compliance with changing circumstances. All staff must adhere to this policy and actively support conflict of interest management efforts.

11.0 Public Awareness

Pustaka will communicate the existence and importance of this policy to the staff and public through appropriate channels to foster transparency and public trust in its operations.