

## CONFLICT OF INTEREST POLICY AND PROCEDURE

The Journalismfund's conflict of interest policy is designed to assure the highest standards in terms of ethical conduct for staff and non-staff in relation with Journalismfund Europe and to ensure the independence and objectivity of decision making.

This policy and procedure are applicable to the members of the board of directors, the members of the advisory board, the managing director, the jury members of the grant programs, the staff, the partners and subcontractors of Journalismfund.

Any individual who has an actual or perceived conflict of interest with Journalismfund Europe shall notify such a conflict in writing to the chair of the board (for the board members and the managing director) or to the managing director (for the members of the advisory board, the jury members, the staff, the partners and the subcontractors).

Should a change in circumstances arise in the course of employment/appointment that might trigger a conflict of interest, the concerned individual or organisation undertakes the necessary steps to immediately inform the above-mentioned responsible.

A conflict of interest is defined as an interest (economic, membership, activity with another employer, consultancy, intellectual property, family members, ...) that might affect, or appear to affect, the judgment or conduct of an individual associated with Journalismfund.

A conflict of interest may be actual, potential or perceived and may be financial or non-financial. When the potential conflict of the interest is not identified or perceived by an individual, a request for assessment can be sent by the individual to the chair of the board or the managing director. Whenever a conflict of interest is identified appropriate measures are taken by Journalismfund to remove or mitigate the issue.

A (potential) conflict of interest may exist when the real or potential interests of any board member, or director, or jury member, or staff member, or close relative or friend, or any individual, group or organisation to which he or she has allegiance, competes with the interests of Journalismfund, or may impair such person's loyalty to Journalismfund.

Staff and non-staff are required to be familiar with this policy and procedure and are accountable for compliance with it.

Staff and non-staff with a potential conflict of interest must make disclosure of the situation and all relevant facts at the earliest possible juncture (and well before any decision is made or expected regarding the particular situation that raises a concern about a conflict).

In addition to this ongoing obligation and in order to ensure that the appropriate disclosure of potential conflicts of interest is done, all staff and non-staff are required to fill in and sign the conflict-of-interest disclosure form (see attached) every two years. The persons concerned will be advised of such update requests by the managing director. The signed form will be recorded for five years by Journalismfund for auditing purpose and will be deleted at the expiration date.



All information received will be treated in the strictest confidence by Journalismfund Europe and will be used solely for the purposes for which it was provided.

The improper disclosure of confidential information may constitute serious misconduct and may be subject to disciplinary measures.

This conflict-of-interest policy and procedure document has been adopted by the board of directors on 30 November 2020.

## Journalismfund Europe vzw – conflict of interest disclosure form

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I have read and subscribe to the enclosed conflict of interest policy and procedure. To the best of my knowledge, I have no conflicts as described in this policy, except those noted below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

Potential conflict of interest	Reason for Conflict
<i>Sample: Spouse is CEO of COMPANY</i>	<i>COMPANY received or will receive money from Journalismfund</i>
1.	
2.	
3.	