

## Amphibian Survival Alliance Conflict of Interest Policy

### 1. PURPOSE

The purpose of this policy is to protect the interests of the Amphibian Survival Alliance (ASA) when possible for real, potential, or perceived conflicts of interest may improperly influence actions or decisions made by ASA personnel. It establishes the standards and procedures for identifying, disclosing, and managing such conflicts effectively.

### 2. SCOPE

This policy applies to all ASA personnel, including Secretariat members, volunteers, interns, contractors, Global Council members, and partner organizations. It is applicable to all activities and operations of ASA worldwide.

### 3. DEFINITIONS

A "**conflict of interest**" occurs when an individual's personal interests, family relationships, or external affiliations could compromise or appear to compromise their objective and unbiased judgment in the performance of their duties for ASA.

**Actual conflict of interest:** A situation where an individual's personal or financial interests do materially conflict with their responsibilities to ASA.

**Potential conflict of interest:** A situation where an individual's personal or financial interests could materially conflict with their responsibilities to ASA in the future.

**Perceived conflict of interest:** A situation where it could appear that an individual's personal or financial interests materially conflict with their responsibilities to ASA, whether or not this is the case.

Conflict of interests includes, but are not limited to:

**Financial interests:** Investments, ownership, or directorship in organizations that may be affected by ASA's activities.

**Employment and affiliations:** Employment with or consultancy for organizations that may be affected by ASA's operations.

**Family and personal relationships:** Close relationships that could compromise impartiality.

**Intellectual property:** Ownership or rights to intellectual property that may be affected by ASA's activities.

### 4. POLICY STATEMENTS

**4.1** ASA personnel must strive to avoid situations that create an actual, potential, or perceived conflict of interest.

**4.2** ASA personnel are required to disclose all known or suspected conflicts of interest, as outlined by the procedures under this policy.

**4.3** The Executive Director or Global Council, as appropriate, will review reported conflicts to determine if any mitigation actions are warranted.

**4.4** Personnel may not improperly use their positions within ASA for personal gain or to benefit associates, friends, or relatives.

**4.5** The use of ASA's property, information, or opportunities for personal gain is strictly prohibited.

## **5. PROCEDURES FOR DISCLOSURE AND MANAGEMENT**

**5.1** Personnel must complete an annual conflict of interest disclosure form that lists any known or suspected conflicts. Updates to this form are required whenever new conflicts arise.

**5.2** The Executive Director or Global Council will review these disclosures, assess whether an actual, potential, or perceived conflict exists, and decide on appropriate mitigation actions, if necessary.

**5.3** All mitigation actions will be documented and may include exclusion from relevant decision-making processes, additional oversight of duties, or reassignment of responsibilities.

**5.4** Personnel are required to recuse themselves from participating in any decisions or activities where they have a conflict.

**5.5** Violation of this policy may result in disciplinary measures, up to and including removal from position or termination of contract.

## **6. TRANSPARENCY AND ACCOUNTABILITY**

**6.1** All conflict-of-interest disclosures and actions taken to manage them will be properly recorded and made available to auditors or regulatory authorities upon request.

**6.2** Summary information regarding identified and managed conflicts will be disclosed to the Global Council and, where appropriate, to the public.

## **7. EDUCATION AND TRAINING**

**7.1** ASA will conduct regular training sessions to ensure all personnel understand and can effectively comply with this policy.

**7.2** This policy will be communicated to all personnel and made available publicly to ensure transparency.

## **8. MONITORING AND UPDATES**

**8.1** This policy will be reviewed periodically to ensure its effectiveness. Any modifications must be approved by the Global Council.

**8.2** Compliance with this policy will be regularly monitored, and reports will be made to the Global Council at least annually.