

WWF-Norway “Interests Register”

All Staff: Please review, and direct any questions to the Head of Finance and Administration.

Management Team: Please complete the Interests Register Form that appears at the bottom of this document.

This is the annual reminder of WWF-Norway’s Interests Register policy, which appears below. Please take the time to read this and report as requested. Every member of the WWF-Norway staff is required to be familiar with and in compliance with the Interests Register policy. In addition, senior staff must make annual disclosure, as described below.

What is "Conflict of Interest"?

We have been asked what is meant by "conflict of interest." In short, there is a potential conflict in any situation in which questions might be raised whether a decision was made solely for the benefit of WWF and to advance the cause of conservation, or whether there were competing concerns, most notably gain or favour for an individual associated with WWF, his or her family, or organizations related to such persons.

For instance, the following would present potential conflicts:

- a department is evaluating a proposal from a consultant who has a close relative or close friend on our staff
- a proposed recipient of an award or stipend is related to someone at WWF
- an employee wishes to serve on the board of a local conservation organization or an advisory committee of a corporate partner
- a staff member who volunteers for another organization is asked by that organization to fundraise
- high party-political activity (ie candidates for election)
- a vendor offers a staff member football tickets or merchandise valued at more than NOK 300

These are only a few examples meant to illustrate the concept of possible conflict of interest. In some cases, the relationships that implicate our Interests Register policy may also raise issues under WWF’s Outside Activities and Compensation for Outside Work policy (see link: <\\Trinity\wwf\wikipedia\Code of Conduct\WWF-Norway Policy for fees for activities outside WWF.docx>). In each instance, the situation needs to be disclosed and reviewed *in advance* as described below. Staff members are required to be familiar with both of these policies and are accountable for compliance with them. Head of Finance and Administration is happy to answer questions about the policies and any specific situations.

Required Disclosure

All staff. Staff with a potential conflict of interest must make disclosure of the situation and all relevant facts to the Head of Finance and Administration at the earliest possible juncture (and well before any decision is made or expected regarding the particular situation that raises conflicts concerns.)

Management Team. In addition to the on-going obligations of all staff members to disclose potential conflict situations to the Head of Finance and Administration, MT members must execute an "Annual Acknowledgment and Disclosure Statement," a copy of which is attached. **Annual disclosure of relationships and potential conflicts does not relieve staff of the obligation to raise a particular potential conflict when it arises.**

Please direct any questions to the Head of Finance and Administration.

**WWF-NORWAY
REGISTER OF EMPLOYEE'S INTERESTS**

<i>NAME OF EMPLOYEE:</i>		
Connected person or organisation and nature of connection to employee	Name of Organisation	Dates

I confirm these details are correct for the period 01 January 2012 to 31 December 2012

Signature of employee:

Please return to Head of Finance and Administration