



ZAMBIA ROAD SAFETY TRUST

Conflict of Interest Policy

Clear declarations and transparent decisions for governance, procurement and partnerships.

Organisation	Zambia Road Safety Trust (ZRST)
Document type	Public policy download
Version	Version 1.0 - July 2026
Policy owner	Executive Director, with Board oversight
Review cycle	Annual review, or earlier if required by law, donor requirements, Board decision or operational risk.

Relevant Zambian legal and governance framework

This policy is intended to support ZRST compliance and good practice in line with: Non-Governmental Organisations Act, 2009; Anti-Corruption Act, 2012; Public Procurement Act, 2020; Employment Code Act, 2019. Where a law, donor agreement or regulator requirement imposes a higher standard, that higher standard applies.

1. Purpose

This policy helps ZRST identify, declare and manage conflicts of interest so that decisions are made in the best interests of the organisation, beneficiaries, partners and the public.

2. What is a conflict of interest?

A conflict of interest exists where a person's personal, family, financial, business, political or other relationship could improperly influence, or appear to influence, a ZRST decision or action. A conflict may be actual, potential or perceived.

3. Examples

- A staff member, Board member or close relative has an interest in a supplier being considered for ZRST work.
- A person involved in recruitment, procurement or grant decisions has a personal relationship with an applicant, consultant or supplier.
- A ZRST representative uses organisational information, contacts, proposals or opportunities for private benefit.
- A person accepts gifts, travel, favours or hospitality that may influence ZRST decisions.
- A Board or staff member participates in a decision where their independence may reasonably be questioned.

4. Declaration requirements

Board members, staff, consultants and volunteers must declare conflicts as soon as they arise. Declarations should be recorded in writing and managed before the person participates in any relevant decision. Annual declarations may be requested for Board members and senior staff.

5. Managing conflicts

- Recusal from discussion, evaluation, approval or signing where independence is affected.
- Written declaration in a conflict register or meeting record.
- Independent review of procurement, recruitment or partnership decisions.
- Board or management decision on whether a relationship can proceed and under what safeguards.
- Disclosure to donors or partners where required by agreement or due diligence.

6. Procurement and employment decisions

Persons with a conflict must not influence quotations, tender evaluation, supplier selection, recruitment, salary decisions, contract awards or payment approvals. ZRST should document the reason for selecting a supplier or candidate and retain supporting records.

7. Failure to declare

Failure to declare a conflict may lead to cancellation of a decision, disciplinary action, recovery of funds, contract termination or referral under applicable law where fraud or corruption is suspected.

Document control

This public policy download is issued for transparency and due-diligence purposes. ZRST may maintain more detailed internal procedures, registers, forms and approval records to operationalise this policy. This document does not replace applicable Zambian law, donor agreements or instructions issued by competent authorities.