



RED SEA PROJECT™

International non-profit organization dedicated to the protection and conservation of marine ecosystems and biodiversity.

Registered: EU | AUT | ZVR-Zahl 1533647934

## Conflict of Interest Policy – RED SEA PROJECT™

### Purpose

The purpose of this Conflict of Interest Policy is to ensure that all team members and volunteers of RED SEA PROJECT™ act in the best interest of the organization and avoid any situations where personal interests may conflict with the organization's mission and goals.

### Scope

This policy applies to all paid and unpaid team members and volunteers involved in the activities of RED SEA PROJECT™.

### Definition

A conflict of interest arises when personal interests, relationships, or external activities interfere, or appear to interfere, with the best interests of RED SEA PROJECT™.

### Policy

#### 1. Disclosure of Conflicts

- Team members and volunteers must promptly disclose any actual or potential conflict of interest to the program coordinator at RED SEA PROJECT™.
- This includes any financial interests, personal relationships, or external activities that could be perceived as conflicting with the interests of RED SEA PROJECT™.

#### 2. Types of Conflicts

- Financial Conflicts: Any financial interest or investment in organizations or entities that could affect, or appear to affect, impartiality in carrying out duties for RED SEA PROJECT™.
- Personal Relationships: Relationships with individuals or entities that could influence, or be perceived to influence, decision-making or responsibilities with RED SEA PROJECT™.
- External Activities: Involvement in external activities or organizations that could conflict with duties or responsibilities with RED SEA PROJECT™.



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### **3. Financial Agreements and Paid Tasks**

- Team members and volunteers are prohibited from negotiating financial agreements or accepting any form of discount, paid jobs/tasks offered by service providers, hotels, partners, host organizations, or facilities in relation to their work with RED SEA PROJECT™.
- Any offers or opportunities related to financial compensation must be reported immediately to Team Leader and Program Manager, and such offers must be declined.

### **4. Private Invitations**

- Team members and volunteers must not accept private invitations to attend events. Any such invitations must be declined and reported immediately to the Team Leader and Program Manager.

### **3.Compensation and Tipping**

- Team members and volunteers assigned to supervise or participate in any field activities are strictly prohibited from requesting or accepting any form of compensation or tipping from visitors. This policy ensures that all interactions are conducted with integrity and in the best interest of RED SEA PROJECT™.

### **4.Communication with External Entities**

- Team members and volunteers must not engage in any written or verbal communication with hotel management, other NGOs, local initiatives, members of governmental entities, or staff directly.
- All issues or problems related to these external entities must be reported to your mentor or the appropriate point of contact within RED SEA PROJECT™. Respect for the chain of command is required to ensure that communication is handled appropriately and professionally.

### **5.Engagement in Water Activities**

- Team members and volunteers must not engage in any trips or water activities with external operations, tour operators, dive centers, or online sellers. RED SEA PROJECT™ only collaborates with legitimate facilities that have a strong environmental record.
- Avoid any association with illegal or unregulated entities to maintain the integrity of RED SEA PROJECT™ and support its mission of environmental conservation.



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## **6.Management of Conflicts**

- Once a conflict is disclosed, it will be reviewed and filed.
- Appropriate measures to address the conflict may include:
- Exclusion from certain decision-making processes or activities related to the conflict.
- Reassignment of duties to avoid the conflict.
- Termination of involvement if the conflict cannot be adequately managed.

## **7.Documentation**

- All disclosed conflicts and actions taken to address them will be documented in writing and maintained by RED SEA PROJECT™ for transparency and future reference.

## **8.Training and Awareness**

- Team members and volunteers will receive training on identifying and managing conflicts of interest.
- Periodic reminders about this policy will be communicated to ensure ongoing awareness among team members and volunteers.

## **9.Violations**

- Any violations of this policy will be addressed according to RED SEA PROJECT™'s disciplinary procedures, which may include immediate termination of involvement.

## **10.Review and Updates**

- This policy will be reviewed annually and updated as necessary to ensure its effectiveness and alignment with applicable laws and regulations.

**Reviewed 2026**