

Organization: Transparency International Pakistan

PAID SERVICES POLICY

1. Scope

This policy outlines the principles and procedures governing the provision of paid services by Transparency International Pakistan (TIP). It aims to ensure transparency, maintain TIP's independence and reputation, avoid conflicts of interest, and uphold the highest ethical standards in all business dealings.

2. Policy Statement

TI Pakistan may offer paid services to generate supplementary income that directly supports its core mission of combating corruption. These services must strictly align with TIP's expertise, values, and strategic objectives. They must not compromise TIP's independence, impartiality, or ability to conduct objective research and advocacy. All paid services will be conducted transparently and ethically, maintaining the highest standards of professionalism and accountability.

3. Types of Paid Services

TI Pakistan may offer the following types of paid services. This list is not exhaustive and requires periodic review and approval by the Board.

1. Training and Workshops for companies on Business Integrity
2. Technical Assistance to organizations on procurement rules, anti-corruption risk assessment, compliance programmes and ethical frameworks.

4. Guiding Principles

The provision of paid services will adhere to the following fundamental principles:

Independence and Impartiality: Paid services will not compromise TIP's independence, objectivity, or ability to speak impartially.

Transparency and Disclosure: All paid services will be conducted transparently. Detailed TORs will specify the scope of work, deliverables, timelines, fees, payment terms, and confidentiality provisions. Financial information related to paid services will be accurately recorded and reported in accordance with TIP's financial policies.

Ethical Conduct: All interactions with clients will be conducted professionally and ethically, adhering to TIP's Code of Ethics and conflict of interest policy. Any potential or perceived conflict of interest will be immediately disclosed and addressed in accordance with established procedures.

Confidentiality: Client information will be treated as per how it is defined in the agreement.

Quality Assurance: All services will be provided to the highest standards of quality, meeting the agreed-upon deliverables and timelines. A quality control process will be in place to ensure client satisfaction.

Compliance: All paid services will comply with local laws for non-profit organizations including those pertaining to tax, accounting, and any other applicable laws and rules.

5. Service Agreement:

A formal written agreement will be signed by both TIP and the client before commencement of any paid service. The agreement will clearly define the scope of work including a detailed description of the services to be provided, the deliverables, the timeline, fees and payment terms, confidentiality, intellectual property rights and dispute resolution mechanism.

Conflict of Interest Management: A robust conflict of interest policy is implemented to ensure that no potential or actual conflict of interest influences the provision of paid services. This includes mandatory disclosure of any potential conflicts and procedures for managing identified conflicts.

Financial Management: All financial transactions related to paid services will be meticulously recorded and managed in accordance with TIP's financial policies and procedures. Separate bank accounts will be used to manage funds generated from paid services. Regular financial reports will be provided to the Board. Independent audits will be conducted regularly.

6. Review and Amendment

This policy will be reviewed and updated by the Board as needed to reflect changes in the operational environment or best practices.

7. Reporting Concerns

Any staff member or Board member with concerns about a paid service's compliance with this policy should immediately report them to the TIP's Chair, Executive Director or Board Ethics Committee.

This policy is approved by the Board of Trustees during the 109th Board Meeting held on November 28, 2025.