



Conflict of Interest Procedure at Culture Unlimited

At Culture Unlimited, we have a structured process for handling conflicts of interest to maintain transparency and integrity within our organization.

Reporting and Evaluation: Board members are required to promptly report any (potential) conflicts of interest or conflicting interests to the chairperson of the general board, providing all relevant information. Both the general board and the executive board collaboratively assess whether there is an unwanted conflict of interest or conflicting interests and determine appropriate actions.

Transparency and Resolution: The general board ensures transparency within our organization and to external stakeholders regarding any identified conflicts of interest. If an unwanted conflict of interest is confirmed based on a report, the involved board member takes steps to prevent or resolve the conflict as soon as possible. The general board oversees this process and takes measures if necessary.

Non-Participation and Approval: In cases of conflicting interests, the involved board member refrains from participating in discussions, decision-making processes, and the execution of relevant matters. Transactions or relationships involving conflicting interests of board members require prior approval from the general board. These decisions are documented in writing, accompanied by justifications, and included in our annual report.

Definitions:

- **Conflict of Interest:** Occurs when a board member holds multiple interests or roles that intersect.
- **Unwanted Conflict of Interest:** Refers to conflicts of interest that are deemed undesirable, compromising the independence of a board member and potentially harming the organization's trust and legitimacy.

- **Conflicting Interest:** A personal interest of a board member, whether direct or indirect, that impedes their ability to represent the organization's interests objectively and impartially.