**Conflict of Interest Policy**

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| **Authorised By:** |  |
| **Prepared By:** |  |
| **Issue Date:** |  |
| **Review Date:** |  |
| **Version:** |  |

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| **Purpose** | The Committee is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest. |
| **Definitions** | Conflict of interest – is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties as, say, a public official, an employee, or a professional.” Source: Chris MacDonald, Michael McDonald, and Wayen Norman, “Charitable Conflicts of Interest”, Journal of Business Ethics 39:1-2, 67-74, August 2002. (p.68). |
| **Guiding Principles** | 1. Association places great importance on making clear any existing or potential conflicts of interest.
2. All conflicts of interest shall be declared by an individual or members concerned at commencement to the organisation or when relevant issues arise. The nature of this conflict of interest should be entered meeting minutes and the interest documented.
3. A person who believes another person has an undeclared conflict of interest should specify in writing the basis of this potential conflict to the President.
4. Ensuring individuals declare any conflicts of interest either at the start or when a relevant issue arises.
5. At Committee level, where a conflict of interest or potential conflict of interest is identified and/or registered, the person concerned shall leave the room as soon as that item comes up for discussion. The concerned committee member shall not vote on that issue, nor initiate or take part in any Committee discussion on that topic (either in the meeting or with other Committee members before or after the Committee meetings), unless expressly invited to do so by unanimous agreement by all other members present.
6. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the Committee cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to an external authority. This external authority will make a recommendation to the Committee as to what action shall be taken.
7. Examples of conflict of interest could be (but are not limited to):
* When an employee/ committee member/volunteer or member of their immediate family or business interests stands to gain financially from any business dealings, activities or services of the organisation.
* When a committee member him or herself offers a professional service to the association
* When an employee or committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
* Where a committee member or the ex/officio member of the committee has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of the association.
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| **References – Internal** |  |
| **References – External**  | None |
| **Review** | Policies should be reviewed every three years. |