

## Conflict of Interest Policy

### 1. Introduction

- 1.1 The board of is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

### 2. Purpose

- 2.1 This policy has been developed to provide a framework for:
- all board members in declaring conflicts of interest; and
  - the board, when determining how to deal with situations of conflict.

### 3. Policy

- 3.1 A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a board member to exercise objectivity.
- 3.2 The board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned. All financial conflicts of interest, as defined by statute, shall be documented in the board's Conflicts of Interest Register or at relevant meetings.
- 3.3 Where a board member has an actual or perceived financial conflict of interest, as defined by statute, that board member shall not initiate or take part in any board discussion on that topic (either in the meeting or with other board members before or after the board meetings), unless expressly invited to do so by unanimous agreement by all other members present.
- 3.4 Where a board member has an actual or perceived financial conflict of interest, as defined by statute, that board member shall not vote on that matter.
- 3.5 Where a board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that board member shall not initiate or take part in any board discussion on that topic (either in the meeting or with other board members before or after the board meetings), unless expressly authorised to do so by the board.

- 3.6 Where a board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that board member shall not vote on that matter, unless expressly authorised to do so by the board.
- 3.7 The board may further supplement the definition of conflict of interest from time to time if it so wishes, and may specify the procedures to apply in such cases.

## 4. Procedures

- 4.1 The Chair is responsible for bringing this policy to the attention of prospective board members.
- 4.2 All board members are responsible for respecting this policy.
- 4.3 Before a board member begins his or her service with the organisation, they shall file with the secretary a list of their principal business activities, as well as involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce a conflict of interest. This information should be documented in the Conflict of Interest Checklist.
- 4.4 Board members shall also notify the secretary any relationships between themselves and any employee or volunteer of the organisation, or any other person having dealings with the organisation that might reasonably give rise to the perception of a conflict of interest.
- 4.5 Further, members shall declare any conflicts of interest of which they become aware either at the start of the board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered in the meeting minutes. The nature of the conflict of interest should also be documented in the Conflict of Interest Checklist.
- 4.6 If a person declares themselves to have an 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 that person does not agree, then the remaining members of the board will decide what action shall be taken to resolve the matter using normal meeting procedures.