

1.1 Conflicts of Interest Policy

1. Purpose

The purpose of this policy is to provide guidance to the Aldinga Community Centre about promptly and properly managing actual or perceived conflicts of interest.

2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented.

It is the responsibility of the Centre's Board to ensure that the procedures are implemented for Board members.

It is the responsibility of the Centre's Community Development Officer (CDO) to ensure that procedures are implemented for staff or volunteers.

3. Principles

The Centre is committed to high standards of ethical conduct and therefore places great importance on its decision makers declaring any existing or potential conflict of interest.

4. Definitions

Conflict of interest means situations where:

- A member of the Board of Management, a staff member or a volunteer of the Centre who is in a formal position of influence over a matter where they (or someone closely associated to them e.g. a spouse, child, organisation or business partner), will, or might expect to receive (or suffer), a direct or indirect financial benefit (or loss) by influencing a decision to go a certain way.
- A member of the Board of Management, a staff member or a volunteer of the Centre who is in a formal position of influence over a matter where they (or someone closely associated to them e.g. a spouse, child, organisation or business partner), will, or might expect to receive (or suffer), a direct or indirect non-financial benefit (or loss) by influencing a decision to go a certain way.

Examples of conflict of interest are (but are not limited to):

- When a Board member or a member of his/her immediate family or business partner stand to gain financially from any business dealings with the Centre
- When a Board member or volunteer offers a professional service to the Centre
- When a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage
- Where a Board member, staff member or volunteer 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 Centre.

5. Policy

A conflict of interest situation arises when a person's duty to the organisation clashes with their duties, obligations or interests elsewhere. Board members, staff and volunteers have a range of other personal and professional interests and relationships, so the Centre understands that inevitably there will be real, potential or perceived conflicts of interest. Failing to properly and promptly deal with a conflict of interest may not always be illegal, but, in the Centre's view, will almost always be unethical so we take the approach that prevention is always better than cure.

The number one duty of Board member is to act in the interests of the Centre. This means that Board members must not allow their personal interests, or those of anyone else, to override the best interests of Aldinga Community Centre Inc. This includes Board members who have been elected or appointed as the representative of another group, organisation or Board.

Equally, Board members expect that staff and volunteers will also act in the best interests of the Centre, and where they experience a conflict of interests, that they will deal properly and promptly with the situation.

6. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date	21 st September 2017	21 st September 2017
Next Review Due	September 2018	September 2018