

# INF Australia Conflict of Interest Policy

Version:	1	Developed:	April 2019
Owner:	1INFA Board	Approved on:	July 2019
Users:	Board, CEO, Members	Scheduled review date	July 2021

THIS POLICY COMPLIES WITH: ACFID CODE 7.4.3

RELATED INF AUSTRALIA POLICIES: MEMBERSHIP POLICY, ROLE OF THE BOARD POLICY, COMPLAINTS HANDLING POLICY, PRIVACY POLICY, WHISTLEBLOWER POLICY, FINANCE POLICY, FINANCIAL WRONGDOING POLICY

RELATED INF AUSTRALIA PRACTICE DOCUMENTS: FINANCE PROCEDURES

## 1. INTRODUCTION

This conflict of interest policy identifies INF Australia’s commitment to integrity and to honest and effective stewardship of funds, good-will, and volunteer resources entrusted to it. It provides guidance for the purpose of ensuring that real and potential conflicts of interest are identified, disclosed, and appropriately acted upon, ensuring that organisational decisions and actions may be regarded as valid and well-grounded, even where a conflict of interest may exist.

## 2. SCOPE AND DEFINITIONS

This policy covers Board, Staff and volunteers, and provides guidance for Board, Board Committees, the staff team and staff-led working groups.

A conflict of interest is a situation in which any person involved in, or influencing, organisational decisions and courses of action holds multiple interests (financial, personal or reputational) and in which serving one interest could involve working against another.

“Conflict of interest” in this policy refers to *actual* conflicts where personal, financial and/or reputational interests of parties are affected by a decision or course of action; and also potential conflicts of interest or situations or where the *perception* of a conflict is likely to arise if a reasonable member of the public were to become aware of the situation.

The policy covers conflicts which may arise relating to:

- budgeting, expenditure and procurement
- execution of job or role responsibilities
- decisions regarding employment or volunteer service
- development of organisational strategy
- organisational affiliations and representation in public

Failure to disclose conflicts of interest in line with this policy and related policies and procedures will be considered a serious breach of conditions of employment or a breach of the Director’s Agreement.

### 3. POLICY

#### 3.1 PROCUREMENT, BUDGETING AND EXPENDITURE

For any decision or course of action being considered by Directors or employees, all financial interests (whether payments, salaries or wages, investments, loans, commissions, honoraria or financial interests of any kind) of any party to the decision must be disclosed.

INFA financial management procedures will be followed in all cases to ensure that budgeting, expenditure and procurement decisions are made transparently, honestly, and with a concern for value-for-money and INFA's values of stewardship, integrity and service.

#### 2.2 BOARD CONFLICTS

The Board will maintain a register of interests for all Directors, to be updated at least twice yearly.

Declaration of conflicts of interest are to be an agenda item for all Board meetings, with Directors withdrawing from discussion and/or decision on issues over which they have a conflict, as decided by Directors and directed by the Chair.

#### 2.3. STAFF & VOLUNTEER CONFLICTS

Conflicts of interest will be disclosed and minuted in any meeting where they arise. Conflicts of interest which arise outside the course of regular meetings will be disclosed to the CEO at the earliest possible opportunity (or the Chair in the case of a conflict affecting the CEO). Action to mitigate or address the conflict will be decided by the CEO (or the Chair) and a record of the conflict and decision or mitigating action will be made.

### REVISION HISTORY

Date	No	Summary of Changes	Section/s that changed	Authorised by:
July 2019	1	New policy		Board