



[Name of House]

# Conflict of Interest Policy

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## PURPOSE

The [Name of House] is committed to ethical behaviour and high standards of conduct.

We want to operate in an open and transparent way, avoiding any conflict of interests.

The purpose of this policy is to guide Management Committee and other members, staff, tutors and volunteers in avoiding any conflict of interest and in declaring and dealing with any potential or actual conflicts of interest if and when they arise.

## POLICY

The [Name of House] will deal with and record its dealings with any potential or actual conflict of interest in an open and transparent way that demonstrates its commitment to high ethical standards.

The [Name of House] requires that all Management Committee and other members of the House, staff, tutors and volunteers promptly and fully declare all potential or actual conflicts of interest.

All such conflicts of interest shall be declared and recorded, either, as appropriate, in a House conflict of interest register or in the minutes of any meeting where the conflict of interest is relevant.

Any Management Committee or other member, staff, tutor or volunteer who believes another such person has an undeclared conflict of interest should specify in writing the basis of this potential conflict. This must be provided to the President of the management committee, or if the potential conflict relates to that person to any other member of the management committee.

## PROCEDURES

### Recording Conflicts of Interest

Declare and register in the Conflict of Interest Register or in the minutes of any meeting where the conflict of interest is relevant any business or personal matter, which in dealings with the House is, or could be, a conflict of interest for a member of the Management Committee or other member, staff, tutor or volunteer.

When a suspected undeclared conflict of interest is reported in writing by another party, ensure that the person in question has an opportunity to respond. Then determine and record



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how the issue will be handled, in accordance with this policy and procedures.

### **Conflict of Interest on the Management Committee**

If any member of the Management Committee is aware of an undeclared real or potential conflict of interest of another member of the Management Committee, bring this to the notice of the Management Committee at the commencement of any discussion that could be influenced by the conflict of interest.

Record in the meeting minutes the nature of any conflict of interest raised or declared.

When a potential and undeclared conflict of interest is raised, ensure that the Management Committee member concerned has an opportunity to respond. Then determine and record how the issue will be handled, in accordance with this policy and procedures.

Record accurately in the minutes of the meeting in sufficient detail to demonstrate the steps that were taken to avoid the conflict of interest, the presence or absence of a Management Committee member from a meeting because of a potential or actual conflict of interest, along with any other measures adopted.

When a conflict of interest is confirmed prior to or at a Management Committee meeting, require the Management Committee member concerned to leave the meeting as soon as an item associated with the conflict of interest is presented for discussion unless otherwise agreed unanimously by the Management Committee.

Do not permit the Management Committee member concerned to vote on the issue or take part in any discussion on that topic, either in the meeting or with other members before or after meetings, unless specifically invited to do so by unanimous agreement of the Management Committee.

### **DEFINITIONS**

**Conflict of interest** occurs when a person, who has a duty to act in the best interests of others, is presented with an opportunity or the potential to use that position in some way for their own personal benefit, or for the benefit of relatives or another organisation.

A conflict of interest may occur if:

- A member of the House, including members of the Management Committee, or a member of staff, tutor or volunteer, or his or her family or business interest may gain financially from business dealings, programs or services of the Neighbourhood House.
- A member of the House, including members of the Management Committee, or



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members of staff, tutors or volunteers, offers a professional service to the Neighbourhood House.

- A member of the Management Committee may gain personally or professionally from information or knowledge by virtue of their position on the Management Committee, if that information or knowledge is used improperly for personal advantage.
- A member of the Management Committee holds a similar role with another organisation, where the activities of that other organisation may be in direct conflict or competition with the activities of the Neighbourhood House.
- A member of the Management Committee is related to a staff member of the House and is involved in decisions relating to that staff member's employment conditions.
- Two family members are nominated as signatories for the bank accounts of the House.
- A person accessing any of the program organised by the House is related to a staff member of the House.

### ADOPTION AND REVISION HISTORY

Include policy versions, approvals, review dates etc. here.

**This policy was adopted by the Management Committee of [Name of House] on**

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\_\_\_\_\_  
Signature

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Signature

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Print name

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Print name

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