



Conflict of Interest Policy

Policy number	POL003	Version	2
Drafted by	Rebecca O'Sullivan	Approved by Board on	May 2023
Responsible person	Megan Hall, Executive Officer (EO)	Scheduled review date (2yrs)	May 2025

Purpose: The Conflict of Interest Policy aims to ensure that actual, potential and perceived conflicts of interest are identified and managed effectively by the AAFIE Foundation Board.

Policy Statement: The AAFIE Foundation (AAFIE) is committed to ensuring that actual, potential and perceived conflicts of interest are identified and managed so that they do not affect the services, activities or decisions of the organisation.

Scope/Applicable to: Board, employees and volunteers of AAFIE. It is expected that all partners who work with AAFIE will apply similar standards.

Conflicts of Interest: Conflicts of interest are real, perceived or potential instances where a person, group or organisation could benefit from a decision or access to information related to AAFIE. The benefit may be financial or non-financial.

Examples of conflicts of interest includes, but is not limited to:

- when a Board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services AAFIE undertakes
- when a Board member him or herself offers a professional service to AAFIE
- 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 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 AAFIE.

Procedures: To manage conflicts of interest AAFIE will develop, implement and monitor action to appropriately manage the conflict.

Individuals who identify a potential conflict will:

- Identify and declare any potential conflicts of interest as soon as they become aware of them
- Report all identified conflicts to the appropriate authority most likely the Chair of the Board (a temporary Chair would be nominated if the conflict involved the Chair)

The Chair or other authorised person will:

- Raise the potential conflict at the next Board meeting
- Excuse the person in question during the discussion (if relevant)
- The concerned Board member shall not vote on that issue, nor 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
- Documented in the Board Conflicts of Interest Register.

Extenuating Circumstances: 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 Board cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to a sub-committee. This sub-committee will make a recommendation to the Board as to what action shall be taken. The sub-committee may take independent advice.

Register of Conflicts: A Register of Conflicts of Interest will be maintained for and on behalf of the AAFIE Board, and will include details of the individual involved, date that the conflict of interest was reported, the nature of the conflict of interest and action implemented in relation to the conflict of interest.

Related Documents: POL-002 - AAFIE Governance Policy
POL-003 FORM AAFIE Register of Interest