



Conflict of Interest Policy and Register of Interests Form

Excerpt from Governance Manual

Approved by Board: 29 May 2021

Aims:

The overarching aim of this policy is to ensure that all Directors, staff and volunteers of ActionAid Australia are acting both ethically and in the best interests of the organisation in their course of work with ActionAid Australia. More specifically, these guidelines aim to help all Directors, staff and volunteers of ActionAid Australia understand and be able to identify conflicts of interest that may occur during their course of work for ActionAid Australia. The guidelines also aim to ensure conflicts of interest are prevented where possible and managed promptly and effectively when they are identified and assessed to be a conflict.

Definitions:

A Conflict of Interest is defined as any action or situation involving a Director, staff member or volunteer that may result in personal gain, or gain to their immediate friends or family, taking precedence over their obligations to ActionAid Australia. Personal gain may or may not be financial.

When conflicts of interest occur, the obligations of the Director, staff member or volunteer to ActionAid Australia may be compromised and may mean that they discharge their duties in a way that personally benefits them and places their interests before that of ActionAid Australia. The consequence of conflicts of interest not being monitored and managed is that the performance and reputation of ActionAid Australia may be harmed.

Potential conflict of interest situations are likely to be encountered from time to time given the complex nature of ActionAid Australia and the extensive networks of Directors, staff and volunteers. It is therefore critically important that all Directors, staff and volunteers are aware of the possibility of a conflict of interest arising and that this situation is regularly monitored, and any potential conflicts of interest identified, discussed, assessed and managed. Prompt disclosure of situations that might become, or be perceived to be a conflict of interest, is a mandatory obligation of all Directors, staff and volunteers and is an important first step in minimising any harmful impact on the reputation and integrity of ActionAid Australia.

The following precautions will be followed by all ActionAid Australia Directors, staff and volunteers to help prevent conflicts of interest from occurring and/or assess and manage potential or actual conflicts of interest when they arise:

- 1) All Directors, staff and volunteers of ActionAid Australia should always be alert to the need to identify situations where there is a potential conflict of interest.

- 2) All Directors, staff and volunteers of ActionAid Australia should avoid entering into situations where a conflict of interest has been identified.
- 3) ActionAid Australia Directors, staff and volunteers should not accept valuable or otherwise inappropriate gift in the course of their work with ActionAid Australia. They must disclose any material gifts or offers of gifts for their personal use.
- 4) No ActionAid Australia Director, staff member or volunteer may withhold information from ActionAid Australia for personal gain where doing so may be detrimental to ActionAid Australia.
- 5) ActionAid Australia Directors, staff and volunteers should not use ActionAid Australia resources (including ActionAid Australia letter head paper, equipment and/or facilities) to conduct the business of a third party that they are associated with.

Guidelines for Policy Implementation

- 1) All ActionAid Australia Directors, staff and volunteers are to read and have a thorough understanding of this Conflict of Interest policy and certify their compliance with this policy by signing the **declaration** at the end of this policy. The completed declaration must be returned to the ED and maintained confidentially on the Directors, staff or volunteer files. Should the policy change in the future, all ActionAid Australia Directors, staff and volunteers will be required to update their declaration. In addition, each Director, staff member and volunteer must review and sign this Conflict of Interest on an annual basis.
- 2) All Directors of ActionAid Australia must declare their directorships and employment. Declaration of conflicts of interest is a standing item at the start of each Board meeting.
- 3) If a conflict of interest becomes apparent, the Director must not participate in any discussion, voting or decision relating to the issue.
- 4) In circumstances where a conflict of interest becomes apparent, all decisions that could be contaminated by the conflict of interest should be approved only when the majority of persons making the decision are not affected by the conflict of interest determine that their decision is in the best interests of ActionAid Australia.
- 5) If a conflict of interest of a staff member or volunteer has been appropriately disclosed, the Executive Director will decide how it will be managed. Where the conflict of interest involves the Executive Director, the Executive Director must disclose this to the Chair or Board, who will decide how it will be managed.
- 6) Failure by any person to comply with the requirements of this policy may result in disciplinary action, up to and including termination of their employment, appointment or relationship with ActionAid Australia.
- 7) All identified conflicts of interest are to be recorded in a '**Conflict of Interest Incidents Register**' which will be maintained by the ED.

- 8) The 'Conflict of Interest Incidents Register' will be reviewed on annually by the ED and a report tendered to the Board. Where a change to this policy is required, the ED will be authorised to adjust the policy as necessary.

Related Documentation

- Whistleblowing Policy
- Anti-Fraud and Corruption Policy
- Gift Acceptance Policy
- Procurement Process

Register of Interests Form

Name	
Position	

Please complete the following table. If you answer 'yes' to any of these questions, please provide details below in the space provided in accordance with the 'Response guidelines.'

Questions	Yes/Please explain	No
1. Do you have a non- professional relationship e.g. spouse/partner to any other employee or person within the communities AAA works with or assists?		
2. Have you performed any work (paid or unpaid) for a third-party organisation that has not been approved by the CEO whilst working for AAA. The work may or may not be in a capacity representing AAA?		
3. Do any members of your family or friends have an interest (financial or otherwise) or significant relationship with any of the following: <ul style="list-style-type: none"> • Any other third party that does business with AAA e.g. is a donor organisation to AAA. • Any other third party which could undermine the interests of AAA. 		
4. Do you hold an Executive or Director position with a third party that may or may not do business with AAA?		
5. Are you aware of any other circumstances that may pose a COI with your role at AAA?		

Response guidelines:

Q1: List all internal and external AAA stakeholders you may have a non-professional relationship with.

Q2: Name the other third parties you have or are currently working for whilst you are also employed by AAA and the capacity in which you work for the third parties.

Q3: Please list all family members and friends who are affiliated with a third-party organisation that may conflict with or is associated with AAA, the nature of their role and the relationship of the third party to AAA.

Q4: State the third party you are associated with, your title and or a brief description of your role, the date of your appointment and how it is in any way involved with AAA.

Q5: Please give details of any other COI you may be aware of that arises because of your role at AAA.

Declaration of understanding of the ActionAid Australia Conflict of Interest Policy

I hereby declare that I have read and understood the ActionAid Australia Conflict of Interest Policy. I agree to adhere to the precautionary measures stated in the policy regarding the prevention of conflicts of interest from occurring. I also confirm that I have declared all possible conflicts of interest on the 'Register of Interests Form' and that the information contained on this form is true and correct to the best of my knowledge. I understand that if the information I have declared is false or if I have knowingly failed to declare information that results in a conflict of interest, I may be subject to disciplinary proceedings.

Signed: _____

Date: _____

This declaration form will be placed on file, which is kept and maintained in confidence by the Executive Director.