

## POLICY

# Conflict of Interest

<b>Established:</b> July 2018	<b>Review frequency:</b> Every three years
<b>Prepared by:</b> P Simmons	<b>Approved by:</b> Board

## Purpose

*To provide a framework for GWM staff, board members and volunteers in declaring conflicts of interest*

## Introduction

GWM is committed to high standards of ethical conduct and places great importance on making clear any existing or potential conflicts of interest. While it is not always possible to avoid actual or perceived conflicts of interest, and a conflict itself may not necessarily be wrong or unethical, it is important that conflicts of interest are identified, disclosed and managed transparently and with high levels of accountability.

## Definitions

### Conflict of interest

A conflict of interest is where an individual's ability to exercise judgement or act in one role is impacted, or could be impaired or otherwise influenced, by their involvement in another role or relationship. The individual does not need to exploit their position or obtain an actual benefit – financial or otherwise. Potential competing interests and/or perceptions of impaired judgement or undue influence can also be conflicts of interest.

## Personnel

Examples of possible conflicts of interest by staff or volunteers include when:

- ◆ A staff member/volunteer and/or their immediate family and/or business interests stand to gain financially from any business dealings, programs/projects or services of GWM
- ◆ A staff member/volunteer stands to gain personally or professionally from any insider knowledge, if that knowledge was to be used to personal advantage
- ◆ A staff member/volunteer is part of a decision-making process involving immediate family and/or other personal or professional relationship/s, whether there is potential for profit/gain or their engagement with GWM is under review or consideration
- ◆ A volunteer's role or work creates demand or need for their professional services to GWM without prior agreement.

GWM staff members and volunteers are to declare any actual, potential or perceived conflict of interest at their commencement with GWM, as they arise and on request. They are to inform the CEO of the conflict.

## Board members

Examples of possible conflicts of interest by board members include when:

- ◆ A board member offers a professional service to GWM
- ◆ A board member and/or their immediate family and/or business interests stand to gain financially from any business dealings, programs/projects or services of GWM
- ◆ A board member stands to gain personally or professionally from any insider knowledge, if that knowledge was to be used to personal advantage



- ◆ A board member and/or the ex/officio member of the board 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 GWM.

GWM board members are to declare any actual, potential or perceived conflict of interest at their commencement with GWM, as they arise and on request. For those that arise after initial commencement with GWM, board members are to disclose the conflict as early as practical – typically at the start of the next board or other relevant meeting. When such a conflict is identified and/or registered, the relevant board member will leave the meeting when that item is raised for discussion. They will not vote on that issue, nor initiate or take part in any board discussion on that topic in or before/after the meeting, unless expressly invited by unanimous agreement from all other members present.

A board member who believes another board member has an undeclared conflict of interest is to specify in writing the basis of the potential conflict.

## Recording and managing conflicts

The nature of a conflict of interest will be documented in the Conflict of Interest Register and, when relevant, be entered into meeting minutes.

All strategies to manage conflicts will be documented and reviewed. In some cases, it is sufficient to document and acknowledge the conflict. In other cases, the staff member, board member or volunteer may be removed from involvement in a particular decision or activity.

If a person declares an actual, potential or perceived conflict of interest, confidentiality will be respected.

## References and related documents

### References

- ◆ n/a

### Related documents

- ◆ Conflict of Interest Register

## Review

Previous reviews: June 2021  
Next review: June 2024