

## HECIS: Conflict of Interest Policy

<b>2.5</b>	<b>HECIS CONFLICT OF INTEREST POLICY</b>
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Applies to: Management Committee, Staff, Volunteers
Specific responsibility: Secretary, HECIS Co-Ordinator, Office Manager

Version: 1
Date approved: <b>5.8.14</b>
Next review date: <b>Aug 21</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Associations Incorporations Act 2009
Contractual obligations	

### POLICY STATEMENT

HECIS is committed to ensuring that actions and decisions taken at all levels in the organisation are informed, objective and fair. A conflict of interest may affect the way a person acts, decisions they make or the way they vote on group decisions.

Conflicts of interest must be identified and action taken to ensure that personal or individual interests do not impact on the organisation's services, activities or decisions.

All Management Committee members, staff, volunteers and contractors are required to act in the interests of the organisation at all times, and to notify the organisation when this conflicts with other interests or commitments.

Declaration and management of conflicts of interest are specifically required for Management Committee members as part of their legal responsibilities as management Committee members.

### Conflicts of interest

This policy requires that all staff, volunteers and Management Committee members:

- act impartially and without prejudice
- declare any potential or actual conflict of interest
- do not accept gifts or benefits that would influence a decision

This will include situations in which:

- close personal friends or family members are involved, such as decisions about employment, discipline or dismissal, service allocation or awarding of contracts
- an individual or their close friends or family members may make a financial gain or gain some other form of advantage
- an individual is involved with another organisation or offers services that are in a competitive relationship with our organisation and therefore may have access to commercially sensitive information, plans or financial information
- an individual is bound by prior agreements or allegiances to other individuals or agencies that require them to act in the interests of that person or agency or to take a particular position on an issue.

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### **PROCEDURES**

#### **Registration of known conflicts of interest**

A register of conflicts of interest will be kept and all management committee members, staff and volunteers (if applicable) will be asked to declare:

- Potential or actual conflicts of interest that exist when a person joins the organisation
- Conflicts of interest that arise during their involvement with the organisation.

The register will be maintained by the Office Manager (on behalf of the Secretary). All potential and actual conflicts will be recorded in the register, showing

- the name of individual
- their position or role in the organisation
- the nature of the interest they hold
- the date of record
- any incidents that arise where the interest comes into conflict with the interests of the organisation, the date of the incident and a summary of how it was managed.

#### **Identification and declaration of conflicts of interest**

In addition to an initial declaration of any potential conflicts of interest at the beginning of their involvement with HECIS, all Management Committee members, staff and volunteers are required to declare any potential or actual conflicts of interest they are aware of by:

- At the beginning of any meeting or decision making process informing those present when a conflict becomes apparent.
- Outside of a meeting informing the President when a conflict becomes apparent.
- Providing formal notification in writing to the President for management committee members, and the HECIS Co-Ordinator for staff or volunteers.

#### **Management of conflicts of interest**

Where a conflict of interest is declared or identified:

##### **For Management Committee members:**

- The President and/or the Management Committee will assess whether a conflict exists.
- If the matter is not resolved prior to a meeting, the management Committee will decide on the action to be taken by the individual. They may be asked to:
  - contribute to the discussion but abstain from voting or taking part in a decision on the matter
  - observe but not take part in the discussion or decision making
  - leave the meeting during discussion and decision on the matter

Management Committee members with a significant and ongoing conflict of interest may be asked to:

- take leave of absence from the Management Committee for the period over which the matter will be discussed and decided
- resign from the Management Committee
- the declaration of conflict of interest will be recorded in the minutes of the Management Committee meeting along with the action taken.

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### For staff members:

- The conflict will be assessed by the staff member's immediate supervisor, or for the most senior staff person, the President.
- Where the conflict concerns a group process, the assessment may be conducted by the group convenor or the staff team concerned.
- If a conflict of interest exists or there is a perception that a conflict exists, the staff member may be asked to:
  - contribute to the discussion but abstain from voting or taking part in a decision on the matter
  - observe but not take part in the discussion or decision making
  - leave the meeting during discussion and decision on the matter

### Staff involvement in external activities

HECIS encourages and supports staff members becoming involved in community activities and volunteer work in their personal lives. However, it is possible that staff members may undertake volunteer or professional roles outside the organisation that give rise to a conflict of interest, or a perception of conflict (e.g. Staff undertaking consultancy work for member organisations or government agencies).

As a result HECIS expects that all staff members declare their involvement in external activities related to the work of HECIS when they are employed, and discuss and plan with their supervisor how any potential conflicts of interest can be managed. Staff members taking on other (new) work outside HECIS need to inform the HECIS Co-ordinator.

### Contractors

All contracts with external consultants being engaged by the organisation will include a declaration that no conflict of interest exists.

### DOCUMENTATION

Documents related to this policy	
Related policies	Induction policies Code of Ethics and Conduct
Forms, record keeping or other organisational documents	Conflict of Interest Disclosure Book

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-ordinator	HECIS Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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