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## Conflict of interest

### Introduction

The Board of Reledev is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

### Purpose

This policy has been developed to provide a framework for all Board Members in declaring conflicts of interest.

### Policy

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Board conflicts of interest register. A Board member who believes another Board member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

### Procedure

1. Members shall declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the **Conflict of Interest: Checklist for the Chair**.
2. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Board member concerned shall leave the room as soon as that item comes up for discussion. 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.
3. 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 the Ethics Sub-Committee. This Sub-Committee will make a recommendation to the Board as to what action shall be taken.

4. Reledev Australia Limited requires members of the governing body, paid staff, and volunteers to disclose any material gifts or offers of gifts for their personal use and prohibits them from accepting valuable or otherwise inappropriate gifts.

## Checklist for the chair

### Introduction

This checklist is to be used by the Chair of the Board of Reledev each meeting to record conflicts of interest identified by Board members. Completed checklists should be stored with the minutes of each meeting.

The checklist should be used in conjunction with the Board **Conflict of Interest Policy**.

### Purpose

This checklist has been developed to provide consistency in documentation of conflicts of interest relating to Board meetings.

### **Examples of conflict of interest could be (but are not limited to):**

1. When a Board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation.
2. When a Board member him or herself offers a professional service to the organisation.
3. When a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
4. Where a Board member 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 Reledev.

### **Related Documents:**

Conflict of Interest Procedure PR 7/11