**Conflict of Interest Policy**

**Introduction**

The Committee of Management at insert org name is committed to high standards of ethical conduct and accordingly, places great importance on making clear any existing or potential conflict of interest.

**Policy**

All conflicts of interest shall be declared by the member concerned and documented in the Committee of Management Conflicts of Interest Register. A Committee of Management member who believes another Committee of Management member has an undeclared conflict of interest should specify in writing to the President the basis of this potential conflict.

## Purpose

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

## Authorisation

President

Lalor Living and Learning Centre Incorporated

##

## Procedures

1. Members shall declare any conflicts of interest either at the start of the Committee of Management 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 Committee of Management member concerned shall leave the room as soon as that item comes up for discussion. The concerned Committee member shall not vote on that issue, nor initiate or take part in any Committee of Management discussion on that topic (either in the meeting or with other Committee of Management members before or after the Committee of Management meetings), unless expressly invited to do so by unanimous agreement by all other members present
3. If a person declares himself/herself 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 Committee of Management cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to the Executive. The Executive will make a recommendation to the Committee of Management as to what action shall be taken

**Examples of conflict of interest:**

* When a Committee of Management member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation
* When a Committee of Management member, him or herself, offers a professional service to the organisation
* When a Committee of Management member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage
* Where a Committee of Management member has a role on the governing body of another organisation and where the activities of that other body may be in direct conflict or competition with the activities of insert org name.

**Responsibility**

It is the responsibility of the President/Chair to ensure all Committee of Management members are aware of this policy and its procedures

# Related Documents

* Conflict of Interest Checklist for the Chair
* Committee of Management Conflict of Interest Register

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*(full name – please print)*

have read the insert org name Conflict of Interest Policyand I fully understand my responsibilities as a Committee Member/Staff member/Trainer/Assessor/Volunteer/ Independent Contractor /Mentor with regard to this policy.

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*(Signature) (Date)*

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| --- | --- | --- | --- |
| Policy/Procedure name | Conflict of Interest Policy | Version | 1 |
| Policy number | Insert Policy Number | Date developed | Insert Month/Year |
| Drafted by  | Manager/Coordinator | Approved by CoM | Insert Month/Year |
| Responsible person | Manager/Coordinator | Scheduled review date | Insert Month/Year |
| Policy Area | Governance |