



CONFLICT OF INTEREST POLICY

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INTRODUCTION

The Board of Management & Management of Frankston District Netball Association Inc (FDNA) are 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:

- Board Members, Staff, Sub Committees and/or other relevant parties in declaring conflicts of interest (future referred to as Member); and
- determining how to deal with situations of real or perceived conflict.

POLICY

A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a member to exercise objectivity.

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. All financial conflicts of interest, as defined by statute, shall be documented in the Conflicts of Interest Register.

Where a member has an actual or perceived financial conflict of interest, as defined by statute, that member shall not 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.

Where a Board member has an actual or perceived financial conflict of interest, as defined by statute, that Board member shall not vote on that matter.

Where a member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that member shall not initiate or take part in any discussion on that topic (either in a meeting or with other members before or after a meeting), unless expressly authorised to do so by the Board or General Manager.

Where a member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that member shall not vote or officiate on that matter, unless expressly authorised to do so by the Board or General Manager.

A member and/or their family may have an actual or perceived conflict of interest related to their relationship with a supplier or sponsor or other provider of goods or services to the organisation. Any personal gain made by that relationship or

perceived to have been related to that relationship may be considered to be a conflict of interest and should be declared.

The Board may further supplement the definition of conflict of interest from time to time if it so wishes and may specify the procedures to apply in such cases.

Members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the member concerned.

A Board member who believes another member has an undeclared conflict of interest should specify in writing to the General Manager the basis of this potential conflict.

Conflict of Interest Procedure

RESPONSIBILITIES

The President is responsible for bringing this Policy to the attention of prospective Board members.

The General Manager is responsible for bringing this policy to the attention of prospective employees and other volunteers.

The General Manager is responsible for declaring her/his/their own potential conflict of interest to the Board of Management before engaging any business or employee which may present a conflict

All Association members are responsible for respecting this policy.

PROCEDURES

Before any Member begins his or her service on a Committee (or other applicable role), he or she shall file with the General Manager a list of his or her principal business activities, as well as involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce a conflict of interest.

This information should be documented in the Conflict of Interest Declaration. In the case of the General Manager she/he/they should file this information with the Board of Management.

Members shall also file with the General Manager notification of any relationships between themselves and any employee or volunteer of the organisation, or any other person having dealings with the organisation that might reasonably give rise to the perception of a conflict of interest.

Further, Members/Staff shall declare any conflicts of interest of which they become aware either at the start of the 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 Declaration.

Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the member concerned shall leave the room as soon as that item comes up for discussion. The concerned member shall not vote on that issue, nor initiate or take part in any discussion on that topic, unless expressly invited to do so by unanimous agreement by all other involved members. The Member's abstinence should be recorded in the meeting minutes.

If a person declares themselves to have an 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 that person does not agree, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to an Ethics Sub-Committee. This committee will make a recommendation to the Board as to what action should be taken.

Conflict of interest' is defined as applying in accordance with the statute, where a member stands to gain financially from any business dealings, programs or services of the organisation, other than where:

- the member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
- the person is an employee of the organisation, and the financial gain is of a nature common to other employees.

If the organisation has by-laws, 'conflict of interest' is defined under the by-laws where:

- the immediate family or business connections of a member, or any person with whom the member is in a close relationship, stands to gain financially from any business dealings, programs or services of the organisation,
- the person is an employee of the organisation,
- a 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 FDNA.

'Close relationship' is defined as any relationship that might reasonably give rise to an apprehension that the member might place the interests of the other party above the interests of the organisation.

RELATED DOCUMENTS

- [Code of Ethics](#)
- [Conflict of Interest Declaration](#)
- [Conflict of Interest Declaration](#)