

## Policy on Conflict of Interest

As approved 3rd June 2017



A conflict of interest is a clash between an International Needs Australia (INA) representative's personal, professional or financial interests and work interests that gives, or may be perceived to give, advantage to that representative or to others associated with that representative, thereby affecting their ability to make fair and impartial decisions on behalf of INA.

INA commits to avoiding or appropriately managing any real, potential or perceived conflicts of interest, to maintain public confidence in the Agency's integrity. All INA Board members and employees must sign a conflict of interest disclosure upon engagement, review their disclosure annually and provide notification of conflicts of interest which arise at a later date.

Where a conflict of interest occurs involving a member of the governing body, an office-holder or an employee, the following procedures should be adopted:

1. A full and frank disclosure of any conflict of interest is required to be reported so that appropriate measures can be adopted to overcome the conflict, (see Appendix 1).
2. Where goods or services are provided by a Board Member, an employee, or a family member or friend of one of these representatives, a proper tendering process should be established which includes obtaining at least three competitive quotations.
3. Members of the governing body should absent themselves from proceedings at meetings where decisions are taken which benefit themselves or their close friend or family member (including family companies).
4. Staff members should not be involved in the final decision making process where decisions being taken may benefit themselves, or their family member or friend.
5. A person should not accept the office of auditor, solicitor etc. where he or she serves on the governing body of the organisation or is directly related to a member of the governing body or an office-bearer of International Needs Australia.
6. Where an auditor acts on behalf of two clients (one of which is INA) involved in a common transaction of a significant nature (e.g. Sale of land or buildings from one client to the other) the auditor should:
  - Provide frank and full disclosure of that conflict to both clients
  - Disclose that conflict in the audit report of INA.
7. If any member of the governing body or staff receive or are offered any material gifts, they need to be disclosed. They are prohibited from accepting any valuable or otherwise inappropriate gifts (any gift with a market value of over \$100 is considered valuable). If there is any question about whether it should be accepted it should be declined or referred to the CEO or board chair.

Situations where a conflict of interest has arisen but not been reported to INA may be considered misconduct and the representative involved will be disciplined accordingly.