

Objective

This policy is designed to ensure staff, volunteers and Board Members are aware of their obligations to disclose and manage any actual, potential or perceived conflicts of interest that are present or arise throughout their time as a representative to Cafs, in order to protect the integrity of Cafs and manage risk

Scope

This policy applies to all individuals that represent Cafs as a staff member, Board member volunteer or student.

This policy applies to everyone mentioned herein including:

- Aboriginal and Torres Strait Islanders;
- LGBTIQ+
- People of different race, ethnicity, cultural background
- People of all abilities;
- People of all religions or religious beliefs.

Policy Statement

Cafs 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 Cafs' services, activities or decisions. All Board members, staff, volunteers and contractors are required to act in the interests of Cafs at all times, and to notify Cafs when this conflicts with other interests or commitments.

Declaration and management of conflicts of interest are specifically required for Board members as part of their legal responsibilities under the Australian Charities and Not For Profits Commission (ACNC) governance standards, particularly Standard 5 Duties of Responsible Persons.

This policy requires that all staff, volunteers and Board 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.

For questions about this policy, contact the Chief Executive Officer or Board Secretary.

More Information

Definitions for this policy can be found in the Cafs Definitions and Acronyms Manual.

Australian Charities and Not For Profits Commission Governance Standards