



SAMPLE CONFLICT OF INTEREST POLICY

PURPOSE

To support the integrity of board decision-making through increased transparency regarding potential conflicts of interest.

BOARD RESOLUTION:

The board resolves that each board member and staff member will make the attached declaration, and each board member will annually sign a written statement concerning any conflicts of interest that board member may have in accordance with the declaration.

DECLARATION:

The standard of behaviour required at XXX is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of XXX on the one hand, and personal, professional and business interests on the other. This includes avoiding (by declaration and management or avoidance as required by the board and depending on the circumstances of the case) potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

In particular, I will:

- > Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest
- > Ensure personal or financial interests do not conflict with my ability to perform official duties in an impartial manner
- > Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of XXX
- > Where conflicts of interest do arise, ensure they are managed in the public interest

I understand that the purposes of this policy are to protect the integrity of XXX's decision-making process and business judgments, to enable XXX's members and stakeholders to have confidence in our integrity, and to protect the reputations of staff, volunteers and board members. Upon election, hiring or appointment, I will make a full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest arising in respect of my involvement in XXX. This register of interests disclosure will be written and signed by me, and will remain on file and be updated by me as circumstances change.

In the course of meetings and activities, I will disclose any interests in a transaction or decision where I, my family or any others known to me will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and to accord with directors' duties to act honestly, exercise powers for their proper purposes, and act in good faith, and I will respect its spirit as well as its wording.

Signed: _____

Role: _____

Date: _____

DISCLOSURE OF INTERESTS FORM:

1. PERSONAL DETAILS					
Name:		Position:		Organisation:	
Phone:		Mobile:		Email:	
2. DISCLOSURE/S (for disclosures relating to personal relationships, DO NOT disclose that person's name, only your relationship to them, eg mother, brother, partner)					
Interest Eg. Shareholder in Company XYZ	Nature and extent of conflict Eg. Company XYZ holds contract with Positive Solutions		How conflict will be managed – Avoid, reduce, transfer or retain Eg. Reduce. Will not participate in any tendering process for...		
3. SIGNATURES					
YOU	Print name:		Chair of the Board/ Committee	Print name:	
	Signature:	Date:		Signature:	Date:
XXX USE ONLY					
Date received:			Date entered:		

SOURCE

- > Fishel, D, The Book of the Board, Federation Press, Sydney, NSW (2003; 3rd edn. 2014)

ABOUT POSITIVE SOLUTIONS

Positive Solutions offers a range of services to non-profit boards throughout Australia. Board development workshops and detailed board reviews can be tailored to the needs of each organisation. To find out more about how Positive Solutions can help you, contact: info@positive-solutions.com.au or call 07 3891 3872.

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The Book of the Board is Australia's standard reference book for board and committee members of non-profit organisations. Authored by Positive Solutions Director, David Fishel, and currently in its third edition, The Book of the Board provides clear guidance on the role of the non-profit board, formal and legal responsibilities, and the ways in which the board can maximise its effectiveness for the organisation.

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