

Policy No 18	CONFLICT OF INTEREST POLICY
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Living My Way 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 the organisation's services, activities or decisions.

All Living My Way employees and contractors are required to act in the interests of the organisation at all times, and to notify the organisation when this conflicts with other interests or commitments.

Record of policy development		
Version	Date approved	Date for review
2019/1	8 April 2019	8 April 2020

Responsibilities and delegations	
This policy applies to	Personnel, contractors
Specific responsibilities	CEO, Chair of Board of Living My Way
Policy approval	CEO

Policy context – this policy relates to:	
Standards	NDIS
Forms, record keeping, other documents	Conflict of Interest Register
Related Policies	Professional Ethics & Conduct

Conflicts of interest

This policy requires that all employees and contractors:

- act impartially and without prejudice
- declare any potential or actual conflict of interest
- do not accept gifts or benefits in excess of \$50.00 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

Procedures

Registration of known conflicts of interest

A register of conflicts of interest will be kept and all Living My Way employees will be asked to declare:

- Potential or actual conflicts of interest that exist when a person joins the organisation
- Conflicts of interest that arise during their involvement with the organisation

The register will be maintained by the Conflict of Interest Officer. All potential and actual conflicts will be recorded in the register, showing:

- the name of individual
- their position or role in the organisation
- the nature of the interest they hold
- the date of record
- any incidents that arise where the interest comes into conflict with the interests of the organisation, the date of the incident and a summary of how it was managed

Identification and declaration of conflicts of interest

In addition to an initial declaration of any potential conflicts of interest at the beginning of their involvement with the organisation, all employees and contractors are required to declare any potential or actual conflicts of interest they are aware of by:

- At the beginning of any meeting or decision making process informing those present when a conflict becomes apparent
- Outside of a meeting informing the CEO when a conflict becomes apparent

Management of conflicts of interest

Where a conflict of interest is declared or identified:

- The conflict will be assessed by the staff member's immediate supervisor, or for the most senior staff person, the Chair of Living My Way
- Where the conflict concerns a group process, the assessment may be conducted by the group convenor or the staff team concerned
- If a conflict of interest exists or there is a perception that a conflict exists, the staff member may be asked to:

- contribute to the discussion but abstain from voting or taking part in a decision on the matter
- observe but not take part in the discussion or decision making
- leave the meeting during discussion and decision on the matter

Staff involvement in external activities

Living My Way encourages and supports employees becoming involved in community activities and volunteer work in their personal lives. However, it is possible that staff members may undertake volunteer or professional roles outside the organisation that give rise to a conflict of interest, or a perception of conflict (e.g. employees undertaking consultancy work for member organisations or government agencies).

As a result Living My Way expects that all employees declare their involvement in external activities related to the work of Living My Way when they are employed, and discuss and plan with their supervisor how any potential conflicts of interest can be managed. Employees taking on other (new) work outside Living My Way need to inform their supervisor.

Contractors

All contracts with external consultants being engaged by the organisation will include a declaration that no conflict of interest exists.

End of document
