

Policy Guideline – Conflict of Interest

Introduction

This policy will apply to situations where the personal interests of an individual or group of individuals directly conflict with the best interests of Bayside U3A, its members or clients or where the decisions or actions of individuals may be influenced by their personal interest rather than those of the organisation.

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 that is in a competitive relationship with Bayside U3A and therefore may have access to our 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.

Purpose

Actions and decisions taken at all levels in Bayside U3A need to be informed, objective and fair. A conflict of interest may affect the way a person acts, decisions they make, or the way they vote in group decisions.

Conflicts of interest need to be identified and action taken to ensure that personal or individual interests do not affect the services, activities or decisions of Bayside U3A.

Policy

1. Bayside U3A is committed to ensuring that personal or individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation. Specifically, we will –
 - Require those members with a conflict (or those who think they may have a conflict) to disclose the conflict /potential conflict, and
 - Prohibit those members from voting on any matter in which they are in conflict.
2. Often people are unaware that their activities or personal interests are in conflict with the best interests of the organisation so a necessary goal is to simply raise awareness, encourage disclosure and discussion of anything that may be a conflict, and constantly encourage a “culture of candour.”

Procedures

1. Bayside U3A Committee of Management may from time to time discuss hypothetical situations that could result in a conflict of interest and how they would be handled. The minutes of that Committee Meeting should briefly indicate that conflict of interest was raised and discussed.
2. All members will be made aware of this policy.
3. The Secretary will keep a conflict of interest register which records the following:
 - a. The name and position of the member who has disclosed a material personal interest
 - b. A description of the nature and extent of that interest
 - c. A management plan documenting actions required to mitigate the conflict.

Responsibilities

The Committee of Management of Bayside U3A will establish, implement, publicise and review this policy.

Related Policies

Nil