



# Conflict of Interest Policy

## Overview

This policy defines a conflict of interest and outlines how we will manage conflicts of interest.

## Scope

This policy applies to Adelaide Workers' Homes, the Trustees, Executive, and contractors.

## Aim

The aim of this policy is to:

- Maintain and be seen to maintain a high standard of ethics and avoid any situation that might reflect unfavourably on AWH
- Make sure we meet our legal duties
- Make sure that our people don't receive personal benefits (other than a salary, employee or other contractual entitlement) because of their position with us.

## Definition

### **Conflict of Interest**

A conflict of interest is where someone's personal interests conflict with their responsibility to act in our best interests. A personal interest isn't just your own interests and could include the interests of a person that you have a close personal/family relationship with, or other organisations or companies that you are involved with. An interest may be monetary or non-monetary.

Conflicts of interest include actual or perceived conflicts, or potential conflicts that could exist in the future.

A conflict of interest, or perceived conflict of interest, can also arise where a person has a duty arising from one position or role they hold, and another position or role whether within or outside the AWH.

### **Actual conflict of interest**

An actual conflict of interest exists where there is a conflict between a person's current duties with us and any personal interests.

Examples of actual conflicts of interest include:

- A Trustee or Executive member taking part in a selection, evaluation, or grievance process for someone that they have a close personal/family relationship with.
- A Trustee or Executive member (purchasing) goods or services on behalf of AWH from a supplier that they have a close personal/family relationship with.
- A Trustee or Executive member participating in a tender evaluation involving a tender applicant that they have a close personal/family relationship with.
- A Trustee or Executive team member accepting gifts/benefits from a supplier without disclosing it.

- A Trustee or Executive member managing another team member that they have a close personal/family relationship with.
- A Trustee or Executive member, or a person a Trustee or Executive member has a close/personal relationship with, has a financial interest in an entity we have a contract with, or with whom we are considering entering a contract arrangement.

### **Perceived conflict of interest**

A perceived conflict of interest is where it appears, or could be perceived, that personal interests are influencing performance or decision making.

Examples of perceived conflicts of interest include:

- A Trustee or Executive member has a close personal/family relationship with a person who works for a contractor of AWH
- A Trustee or Executive member has a close personal/family relationship with a customer (e.g. a tenant or someone we provide services to).
- A Trustee or Executive member working with a person that they have a have a close personal/family relationship with.

### **Potential conflict of interest**

A potential conflict of interest is where someone's personal interests are not currently in conflict with their role with us but could come into direct conflict.

Examples of potential conflicts of interest include:

- A Trustee or Executive member accepts a position of another organisation who provides similar services to AWH
- A Trustee or Executive member has a close personal/family relationship with a person who works for a business which we have contracts with.

### **Close personal/family relationship**

In this policy, a close personal/family relationship includes:

- A Trustee or Executive team member is closely related to (e.g. parents, grandparents, siblings, dependents, grandchildren).
- A Trustee or Executive team member lives with (e.g. spouse, partner, de facto or other domestic living groups).
- A Trustee or Executive team member is friends with, or someone that they are having, or have had an intimate relationship with.

### **Required disclosures**

The Board of Trustees and the Executive have a responsibility to be aware of their interests and declare in advance any actual, perceived or potential conflicts of interest as soon as possible. If any of our people are unsure whether a conflict exists or think that there is a chance that there is a conflict, they should disclose the conflict as soon as they identify that there may be an issue.

A Conflict of Interest Declaration form must be completed by our Trustees when they start working with us, and then on an annual basis or as and when a conflict is either identified or no longer a conflict.

At the beginning of each Trustee meeting, the Chair will discuss conflicts of interest and obtain a verbal declaration from each person as to whether they have any conflict to declare. Any conflicts of interest declared will be recorded in the minutes of the meeting. If any conflicts of interest are declared, the Chair (or in the case of absence, the Deputy Chair) and Trustees in consultation with the CEO will decide how to manage the conflict, which may include stopping the person from being involved in decisions or discussions about the related matter or leaving the room when certain matters are being discussed.

## Managing conflicts of interest

All declarations of Trustees and the Executive Team will be passed to the CEO, who will recommend an appropriate way to manage the conflict. Recommendations will be approved by:

- The CEO for declarations from the Trustees
- The Chair of the Board of Trustees for declarations by the Executive

Any person who declares a conflict of interest must immediately remove themselves from any involvement in the related matter and must not have any involvement in the related matter unless authorised by the CEO/Chair.

## Changes in interests

Where circumstances that relate to a conflict of interest change in a way that could change the understanding or management of an issue, our people must make an updated declaration

## Policy information

<b>Version:</b>	1
<b>Approved:</b>	June 2023
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