

GOVERNANCE POLICY - CONFLICT OF INTEREST

Policy Number: G-02-05-2011

Version: 4

Responsible Person:BoG Chair

Approved by BoG on:24-03-2023

Scheduled Review Date: 02-2024

QA 7 – Leadership and Governance

Introduction

The Board of Governance (BoG) Hampton Park Care Group Inc. is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

Purpose

1.1 This policy has been developed to provide a framework for:

- all BoG Members in declaring conflicts of interest; and
- the BoG, when determining how to deal with situations of conflict.

Policy

1.2 A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a BoG Member to exercise objectivity.

1.3 The BoG places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned. All financial conflicts of interest, as defined by statute, shall be documented in the Board's Conflicts of Interest Register.

1.4 Where a Board member has an actual or perceived financial conflict of interest, as defined by statute, that BoG member shall not initiate or take part in any Board discussion on that topic (either

in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

- 1.5 Where a BoG member has an actual or perceived financial conflict of interest, as defined by statute, that BoG member shall not vote on that matter.
- 1.6 Where a BoG member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that BoG member shall not initiate or take part in any BoG discussion on that topic (either in the meeting or with other BoG members before or after the Board meetings), unless expressly authorised to do so by the BoG
- 1.7 Where a BoG member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that BoG member shall not vote on that matter, unless expressly authorised to do so by the BoG.
- 1.8 The BoG may further supplement the definition of conflict of interest from time to time if it so wishes, and may specify the procedures to apply in such cases.
- 1.9 BoG members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the BoG member concerned.
- 1.10 A BoG member who believes another BoG member has an undeclared conflict of interest should specify in writing to the Secretary the basis of this potential conflict.

Related Policies

Governance Policy
Governance Policy -Risk Management
Staffing Policies

Supporting Documents

BoG Conflict of Interest register



Reference

ASEQA -<https://www.acecqa.gov.au/nqf/national-quality-standard/quality-area-7-governance-and-leadership>

Authorities:

Signature of Chair of BOG :

Date of Approval by BOG:
Hampton Park Care Group Inc.

24-03-2023

