

# Asbestos Disease Support Society

## CONFLICT OF INTEREST POLICY

### Purpose

The Asbestos Disease Support Society Limited (the 'Society'), is a charitable organisation registered with the Australian Charities and Not-For-Profits Commission and provides services to people who have been diagnosed with an asbestos related disease, their family and carers. In providing services, staff of the Society work within a Code of Conduct to provide services that are valued, promote privacy, dignity, self-esteem and independence of our members.

The purpose of this policy is to ensure that actual, potential and perceived conflicts of interest are identified and managed effectively.

For the purpose of this policy, the term 'Employees' means employees, volunteers and student placements.

### Scope

This policy applies to all directors and employees of the Society.

### Policy Statement

The Society is committed to ensuring that conflicts of interest are identified and managed so that they do not affect the services, activities or decisions of the organisation. To achieve this we will:

- Identify and declare all conflicts of interest
- Develop, implement and monitor action to appropriately manage the conflict; and
- Report all identified conflicts to:
  - The Board for recording in the Board minutes; and
  - Record in the Conflicts of Interest Register

### What is a Conflict of Interest

- A conflict of interest occurs when a director or employee's personal interests are in conflict with the organisation's and community's interest. When there is a conflict, it may influence the outcome of the decisions required to be made.
- A personal or material interest occurs when a director or employee may indirectly or directly stand to personally or financially profit from the decision being made by the decision maker.
- If a director or employee believes they have a potential or real conflict of interest in a matter that requires a decision to be made, the director or employee should disclose the personal interest.
- If a director or employee believes they have a personal interest that may result in their financial gain, the director or employee must declare the interest.

### Management of Conflicts of Interest

- When a director or employee declares a potential or real conflict of interest, the disclosure must be recorded in the Conflict of Interests Register.

- If the conflict of interest is a minor issue, the organisation may decide that disclosure and registering the conflict of interest is a sufficient course of action.
- If the conflict is significant, a process will be implemented to mitigate or negate the conflict of interest. This may include:
  - Not participating in any critical criteria setting or decision making role in the process
  - Exclusion from discussions
  - Limiting access to information
  - Abstaining from voting on the decision