

## **2.12 – CONFLICT OF INTEREST POLICY**

### **1. Introduction**

Scouts ACT places great importance on making clear any existing or potential conflicts of interest for its members and associates. A member, associate or employee should always act in good faith and avoid any conflict of interest with the Association. All conflicts of interest shall be declared by the member or associate concerned and documented in the relevant Conflict of Interests Register.

### **2. Definition**

A conflict of interest is a situation where a member, associate or employee could influence a decision or action in their favour, or when private interests and official responsibilities conflict.

Conflicts of interest can be financial or non-financial and may include, but not limited to:

- a. a vested interest in a contract with Scouts ACT.
- b. an interest in; membership of; employment with; or connection in anyway, directly or indirectly with a third party that has a vested interest in a contract with Scouts ACT.
- c. direct or indirect involvement in any substantive issue under discussion.

### **3. Accordingly**

- a. At every committee or sub-committee meeting at all levels of Scouts ACT (Group, Region, Branch, Council, etc.) declarations of interest must be a standing agenda item before any business is discussed. It should be noted in the minutes when members abstain from a vote on a contract or issue due to conflict of interest.
- b. Any business or personal matter which is, or could be perceived as, a conflict of interest involving the individual and their role and relationship with the Association, must be declared and registered in the relevant Conflict of Interest Register.
- c. When a declaration occurs in between meetings, entries in the relevant Register shall be presented to the committee and minuted at the first committee meeting following entry in that register.
- d. Where a Conflict of Interest is identified and or registered, the member or associate concerned shall not vote on that issue. Only with the unanimous agreement of all others present may the person concerned participate in any committee discussion on that topic. Failing such agreement being reached, the individual shall leave the room.
- e. When the chairperson is aware of a real or potential Conflict of Interest involving one or more members or associates, the chairperson must take whatever steps are necessary to ensure that the conflict is managed in an appropriate manner according to this policy.
- f. Individual members or associates, aware of a real or potential Conflict of Interest of another member or associate, have a responsibility to bring this to the notice of the appropriate committee chairperson.

### **AUTHORITY**

This policy or amended policy was approved by the Branch Executive Committee on 13 August 2003 and 25 July 2019.