

Conflict of Interest Policy

DS Standard 8 - Effective corporate governance through sound and visible management systems and practices.

Community Connection's Position

Community Connection will ensure that the governance, management and operations of the Association are transparent and comply with regulation 12 of the Disability Services Act 2006.

Declaring a Conflict

The Management Committee places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the Committee Member or employee concerned as soon as they become aware of it.

Committee members will inform the Chairperson or the Management Committee as a whole of any conflict of interest. The Manager will inform the Chairperson and any other employees will inform the Manager.

A Committee Member or employee who believes that another person has an undeclared conflict of interest should raise their concern, as appropriate, with the Manager, the Chairperson or with the Management Committee as a whole.

Acting on a Conflict

When a committee member declares a conflict of interest the rest of the Management Committee will discuss the conflict and come to a decision as to whether the conflict is significant enough to exclude the member from voting. Any situation which involves financial gain for a member or one of their family shall always result in exclusion from voting.

When the Manager declares a conflict of interest, the Chairperson and/or the Management Committee will make a determination as to what action the conflict requires.

When any other employee declares a conflict of interest, the Manager will make a determination as to what action the conflict requires.

Documenting a Conflict

The Committee shall maintain a Committee Conflicts of Interest Register and record all reported conflicts within the Minutes of the Meeting. In addition, the nature of the conflict and the outcome of the discussion regarding it shall be recorded in the minutes of the meeting at which the conflict is declared.

A similar Register shall be maintained to record conflicts of interest of the Manager and other employees.