

# AUSTRALIAN COUNCIL OF PROFESSIONS (ACoP)

## Conflict of Interest Policy

### Policy

1. The Conflict of Interest Policy provides a framework for handling conflicts of interest to ensure that high standards of ethical conduct are maintained.
2. The Policy applies to Board Directors, members organisations, staff and volunteers involved in decision-making affecting ACoP.
3. A conflict of interest may occur if a financial, personal and/or relationship influences or appears to influence objectivity in decision-making at any level with ACoP.
4. Financial conflicts of interest can include the receipt of gifts, entertainment, free travel or other forms of benefit that might be perceived to influence the person. Any such benefits that are can be valued over \$100 must be declared in writing.
5. ACoP requires any such existing or potential conflicts of interest are declared and that appropriate action to address such conflicts ae taken and recorded.
6. Appropriate actions regarding the person with the declared conflict of interest on a matter will vary depending on the nature of the issue and may include, but are not limited to:
  - Excluding the person from initiating or being involved in discussions on the matter
  - Excluding the person from having a vote on the matter
  - Noting the conflict and for other persons involved in the decision-making to be cognisant of the conflict in excising their judgement
  - Removing a person involvement in decision-making on the matter and replacing them with another person.
7. A person with a declared conflict of interest are not barred from business dealings due to their conflict provided this involvement is at arm's length to decision-makers.
8. A board member or volunteer who believes another Board member has an undeclared conflict of interest must raise the matter at the Board meeting or with the Board Chair or deputy Cahir.

### Procedures

9. To ensure that conflicts of interest are disclosed ACoP will ensure that appropriate actions are taken, including:
  - New Board Directors and/or co-opted Board members shall provide the CEO with a list main business activities or other interests that may produce a conflict of interest.
  - Participants in any Board meeting, Board committee or Working Groups should declare any conflicts at the beginning of the meeting.
  - Directors, staff or volunteers with a conflict of interest over a specific staffing or payment issue should declare the interest and a decision as to whether they should be involved in any such matter.

**APPROVED BY BOARD:** 3 June 2020  
**RESPONSIBLE OFFICER:** Chair  
**REVIEW DATE:** 2023