



COMMUNITAS Volunteers Australia

Conflict Of Interest POLICY

INTRODUCTION

Communitas Volunteers Australia (CVA) is committed to the highest ethical standards in all its activities. This Conflict of Interest Policy aims to identify and manage potential conflicts of interest that may arise for Board members. A conflict of interest exists when a Board member's personal or professional interests could conflict with their duties and obligations to CVA.

DISCLOSURE OF CONFLICTS

All Board members are required to disclose any actual or potential conflicts of interest to the Board Chair in writing. This disclosure should be made promptly upon the Board member becoming aware of the potential conflict.

WHAT CONSTITUTES A CONFLICT?

Examples of potential conflicts of interest include, but are not limited to:

- **Financial interest:** A Board member has a financial interest in a company or organisation that:
 - Receives funding from CVA.
 - Does business with CVA.
 - Competes with CVA for funding or services.
- **Personal relationships:** A Board member has a close personal relationship with someone who:
 - Is employed by or provides services to CVA.
 - Is a beneficiary of CVA's services.
- **Board member positions:** A Board member holds a position on the board of another organisation that:
 - Receives funding from CVA.
 - Does business with CVA.
 - Competes with CVA for funding or services.

MANAGING CONFLICTS

When a potential conflict of interest is identified, the following steps will be taken:

1. The Board member will discuss the potential conflict with the Board Chair.



2. The Board, excluding the member with the potential conflict, will consider the nature of the conflict and determine the appropriate course of action. This may include:
 - **Recusal:** The Board member may be required to recuse themselves from discussions and decisions related to the conflict.
 - **Divestiture:** The Board member may be required to divest themselves of any financial interest creating the conflict.
 - **Resignation:** In extreme circumstances, resignation from the Board may be necessary.

CONFIDENTIALITY

Disclosures of conflicts of interest will be treated confidentially, except as required by law or to ensure the proper functioning of the Board.

COMPLIANCE

All Board members are required to read and understand this Conflict of Interest Policy. By signing below, you acknowledge that you have read and understood this policy and agree to comply with its provisions.

Name (Print):

Signature:

Date:

REVIEW

This Conflict of Interest Policy will be reviewed periodically by the Board and updated as necessary.

Last updated: 16/06/2024