

# CONFLICT OF INTEREST POLICY

Policy number	CWAA 0010	Version	1
Drafted by	Wayne Sticher	Approved by MC on	1 May 2024
Responsible person	CWAA Chair	Scheduled review date	1 January 2025

## INTRODUCTION

When working for Cycling Without Age Australia Inc (CWAA), employees and volunteers must prioritize the organization's interests over any private interests they may have and should be seen to do so. Conflicts of interest, as well as the perception of conflict of interest, should always be avoided.

For this reason, where an employee or volunteer may be seen as having a financial interest in any decision such that it raises the possibility that the employee or volunteer might be influenced by that financial interest, this interest must be notified to the secretary of the committee, or supervisor of the employee or volunteer.

The supervisor may issue instructions to the employee or volunteer regarding relevant workplace matters and any actual, potential, or perceived conflict of interest, must be reported to the Management Committee.

Where an employee or volunteer is in a relationship with any other person working or volunteering in or having dealings with the organisation, that relationship must be disclosed to the supervisor of the employee or volunteer where that relationship may cause or be construed to cause a conflict of interest. That supervisor may issue instructions to the employee or volunteer regarding relevant workplace matters.

## PURPOSE

The purpose of this policy is to help CWAA's Management Committee (called the committee in this policy) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of CWAA and manage risk.

This policy has been developed to provide a framework for:

- all employees or volunteers in declaring conflicts of interest; and
- the Management Committee when determining procedures to deal with situations of possible conflicts of interest.

## POLICY

A conflict of interest may occur if an interest or relationship influences or appears to influence the ability of the organization's employees or volunteers to exercise objectivity.

CWAA places great importance on making clear any existing or potential conflicts of interest. Employees and volunteers must declare to their supervisor all such conflicts of interest, and the supervisor may issue instructions to the employee or volunteer regarding relevant workplace matters.

This policy has been developed to address conflicts of interest affecting CWAA.

Conflict of interest are common, and they do not need to present a problem to CWAA as long as they are openly and effectively managed.

It is the policy of CWAA, as well as a responsibility of the Management Committee, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to CWAA.

CWAA will manage conflicts of interest by requiring staff and volunteers to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

## **IDENTIFICATION AND DISCLOSURE OF CONFLICTS OF INTEREST**

Once an actual, potential, or perceived conflict of interest is identified, it must be entered into CWAA's register of interests by the individual involved, as well as being raised with the committee.

Where every other committee member shares a conflict, the committee should refer to ACNC Governance Standard 5, which outlines requirements for proper disclosure in such situations.

The register of interests must be maintained by the secretary, who is responsible for recording information related to a conflict of interest, including the nature and extent of the conflict and any steps taken to address it.

CWAA will also maintain a register of related party transactions. When a related party transaction may give rise to a perceived, potential, or actual conflict of interest, it will be recorded in CWAA's register of interests.

## **AUTHORISATION**



Secretary of Management Committee

Date: 15th May 2024

Cycling Without Age Australia