

## MANNINGHAM U3A INCORPORATED

### CONFLICT OF INTEREST POLICY

1. This policy will apply to situations where the personal interests of an individual or group of individuals directly conflict with the best interests of ManninghamU3A Incorporated, its members or clients, or where the decisions or actions of individuals may be influenced by their personal interest rather than those of the organisation.
2. This will include situations in which:
  - 2.1 close personal friends or family members are involved, such as decisions about volunteering, discipline or dismissal, service allocation or awarding of contracts
  - 2.2 an individual, their close friends or family members, or an organisation with which they are involved may make a financial gain or gain some other form of advantage
  - 2.3 an individual is involved with another organisation that is in a competitive relationship with ManninghamU3A Incorporated and therefore may have access to our plans or financial information
  - 2.4 an individual is bound by prior agreements or allegiances to other individuals or agencies that require them to act in the interests of that person or agency or to take a particular position on an issue.

#### **What is Conflict of Interest?**

3. At times there may be or may appear to be a conflict between duties and responsibilities as a member of Manningham U3A Incorporated and the member's private interests which could influence the performance of official duties and responsibilities. A reasonable perception of a conflict of interest is where a fair minded person properly informed as to the nature of the interests held by the decision maker, might reasonably perceive that the decision maker might be influenced in the performance of his or her official duties and responsibilities.
4. In essence, a conflict of interest concerns a conflict (whether actual, potential or perceived) between the person's duty to Manningham U3A Incorporated and any personal interest.
5. The following are types of potential and perceived conflict of interest:
  - 5.1 Benefiting from who or what you know  
A person or their family member may receive a financial or other significant benefit as a result of their position on the Committee of Management or as a member of Manningham U3A Incorporated.
  - 5.2 Undue influence  
When a person has the opportunity to influence the business of the Committee of Management or Manningham U3A Incorporated that leads to personal gain or advantage of another entity or professional association.

- 5.3 Compromised judgement and decision making  
When a person has an existing or potential financial or other significant interest that impairs or might appear to impair independence in the discharge of their responsibilities to Manningham U3A Incorporated.

### **Purpose**

6. Actions and decisions taken at all levels in ManninghamU3A Incorporated need to be informed, objective and fair. A conflict of interest may affect the way a person acts, decisions they make, or the way they vote in group decisions.
7. Conflicts of interest need to be identified and action taken to ensure that personal or individual interests do not affect the services and activities or influence decisions of ManninghamU3A Incorporated.

### **Policy**

8. ManninghamU3A Incorporated is committed to ensuring that personal or individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation.
9. Specifically, we will –
  - 9.1 require those members with a conflict (or those who think they may have a conflict) to disclose the conflict/potential conflict, and
  - 9.2 prohibit those members from voting on any matter in which they may have conflicting interests.
10. Often people are unaware that their activities or personal interests are in conflict with the best interests of the organisation so a necessary goal is to simply raise awareness, encourage disclosure and discussion of anything that may be a conflict, and constantly encourage a “culture of candour.”

### **Procedures**

#### **ACTION REGARDING CONFLICT**

11. Any member with an interest in a matter being considered by the Committee of Management such that a reasonable person would consider the situation as being one where a conflict of interest could exist, must disclose any conflicts of interest to the Committee of Management and further, must abstain from participating in dialogue or decision in respect of any such conflict. In addition, if the matter can be regarded as being of material significance, the relevant individual must leave the room until discussion is completed and the matter either has been voted on, or has been deferred for consideration at a later meeting.

12. The minutes should record that a conflict of interest exists or could be perceived to exist, but without necessarily providing any detail as to the conflict per se, together with any ensuing action, so that an independent person reading the minutes will know, without doubt, that a conflict of interest was perceived and as a result the individual did not participate in the discussion and did not vote on the matter, or left the room until that item of business concluded.
13. All members will be made aware of this policy.

### **Responsibilities**

14. The Committee of Management of Manningham U3A Incorporated will establish, implement, publicise and review this policy.

### **Authorisation**

15. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 16 November 2015.

### **Related Manningham U3A Incorporated Policies:**

- \* Membership Policy
- \* Privacy Policy