



CONFLICT OF INTEREST POLICY

Policy number	CP005	Version	Version 1
Drafted by	Jamie Taafe	Approved by Board on	27 June 2015
Responsible person	CoB	Scheduled review date	1 January 2017

INTRODUCTION

The Board of TBAV is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

PURPOSE

This policy has been developed to provide a framework for all Board Members in declaring conflicts of interest.

POLICY

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Board's Conflicts of Interest Register.

A Board member who believes another Board member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Where a Board member has a conflict of interest, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a Board member has a conflict of interest, that Board member shall not vote on that matter.

The Board may supplement the statutory definition of conflict of interest if it so wishes, in which case the same procedures shall apply.

Board members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Board member concerned.

AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

Chairman of the Board

Secretary of the Board

Date of approval by the Board:

27 June 2015



CONFLICT OF INTEREST PROCEDURES

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RESPONSIBILITIES

The Chair is responsible for bringing this policy to the attention of prospective Board members.

All Board members are responsible for respecting this policy.

PROCEDURES

Members shall declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the Conflict of Interest Checklist.

Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the Board member concerned shall leave the room as soon as that item comes up for discussion. The concerned Board member shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to a Ethics Sub-Committee (which shall be formed when occasion requires). This committee will make a recommendation to the Board as to what action shall be taken.

‘Conflict of interest’ is defined as applying

1. where a Board member stands to gain financially from any business dealings, programs or services of the organisation, other than where
 - a. the Board member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
 - b. the person is an employee of the organisation, and the financial gain is of a nature common to other employees.
2. under the bylaws of the organisation,
 - a. where the immediate family or business connections of a Board member stands to gain financially from any business dealings, programs or services of the organisation,
 - b. where the person is an employee of the organisation,
 - c. where a Board member or the ex-officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of the organisation.

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APPENDIX A

CONFLICT OF INTEREST CHECKLIST

This checklist is to be used by the Chair of the Board at each meeting to record conflicts of interest identified by Board members.

Completed checklists should be stored with the minutes of each meeting.

After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Date of Meeting: / / 20__

Name of Member _____

Issue of Conflict _____

- **Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.**

Record Response _____

- **Ensure that the minutes record the declaration of interests declared at this meeting**

Dated the _____ **day of** _____ **20** _____

Signed

Position