

1. ADI CONFLICT OF INTEREST

1.1. ADI Conflict of Interest Policy

ADI has a commitment to fostering ethical awareness, conduct and decision-making. Staff must be mindful that their actions and decisions are lawful, consistent with ADI policies and do not involve any conflict of interest.

Aside from contractors' or volunteers' agreed remuneration, staff may not make a financial gain as a result of working with ADI. Staff must not grant favourable treatment to contractors, suppliers or operate another business from ADI premises.

Staff may accept personal gifts on behalf of ADI. Any offer of an in-kind donation with a value greater than \$100 must be discussed with the CEO. If approved and accepted, the details will be noted on the Asset Register. All gifts of money or in-kind donation must be entered in the Asset Register as a donation to ADI.

As ADI is a small NGO, Board members may agree to assist in the ADI office in areas of their expertise in a voluntary capacity. The ADI CEO will coordinate their volunteer work as they would for the work of any other staff.

Each staff member must be mindful of his or her duty of care to ADI. An employee must have the express approval of the CEO to enter into a contract or other obligation for or on behalf of ADI.

1.2. Conflict of Interest Procedures

The following sets out guidelines on best practice to deal with conflicts of interest.

Where goods or services are provided by ADI personnel, a proper tendering process should be established which includes obtaining at least three competitive quotations.

A Director should excuse himself or herself from Board proceedings at meetings where decisions are taken which may be of benefit to the Director or a member of the Director's family (including family companies and family trusts).

1.2.1. Declaration of conflict of interest

Declaration of Conflicts of interest is a standing item at all ADI Board and Committee meetings.

Where it is intended that a Director receives a salary, fee or some other benefit (other than reimbursement of reasonable out-of-pocket expenses), prior approval must be obtained from the Board and from the ACNC.

A person should not accept the office of auditor or solicitor where he/she serves on the Board or is related to an ADI Director or other ADI personnel. The ethical conduct of professionals requires such persons to be free of an interest incompatible with objectivity.

It is recognised that from time to time conflicts of interest are unavoidable. In such cases, a full and frank disclosure of the conflict must be reported promptly after it has arisen or first been identified and appropriate measures adopted.

1.2.2. Conflicts of Interest defined

A conflict of interest exists where a reasonable and informed person would perceive that a person could be influenced by a private interest when carrying out his or her public duty.

Examples of pecuniary conflicts of interest are as follows.

- Goods and services are supplied to the organisation by a person involved with ADI.
- The person may also benefit if the supplier is a family business or family company or trust. Alternatively, there may be direct benefit to another member of the person's family.
- An asset belonging to ADI is sold to a person working for ADI.
- A Director of ADI is in receipt of a salary, fee or some other benefit (other than reimbursement of reasonable out of pocket expenses).

Examples of non-pecuniary conflicts of interest are as follows.

- A Director of ADI votes on a matter which directly affects that person, a member of his or her family or a company or trust owned by him or her or a member of his family.

- The auditor or other professional retained by ADI is a Director or related to a member of the Board.
- The auditor acts on behalf of two clients which have common dealings.

1.2.3. How to deal with conflicts of interest

If appropriate, a conflict or possible conflict of interest must be declared at the outset of the first meeting after the conflict or a possible conflict has arisen or been identified.

If the matter occurs away from a meeting, it must be promptly and fully disclosed in writing to the President and/or CEO.

The person involved must excuse himself or herself if such a matter is discussed, debated or determined by the Board of ADI.

All ADI staff must be mindful of real or apparent conflicts of interest and if necessary seek advice from the President and/or CEO to avoid/rectify the perceived or real conflict.