



DragonBoatSA

Policy and Procedures

Subject: CONFLICT OF INTEREST

Subject No: DBSA 015

Issue No: 1
Date of Issue: FEB-18

PREAMBLE:

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

The purpose of this policy is to help board members and members of committees of the Board to identify, disclose and manage any actual, potential, or perceived conflict of interest in order to protect the integrity of our organisation and manage risk.

This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem if they are openly and effectively managed. It is the policy of DBSA as well as a responsibility of the board and staff, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with their obligations.

Conflicts of interest will be managed by:

- avoiding conflicts of interest where possible
- identifying and disclosing any conflicts of interest and abstaining from the decision making
- carefully managing any conflicts of interest, and
- following this policy and respond to any breaches.

PROCEDURE:

Identification and disclosure of conflicts of interest

Once a conflict of interest is identified, it must be entered into the register of interests, as well as being raised with the President of the of DBSA Board.

Where a member of the Board, member of a committee of the Board or contractor, has a conflict, the member or contractor should ensure that proper disclosure occurs.

A register of interests must be maintained by the Secretary of the Board, and record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

Confidentiality of disclosures. All information disclosed will be restricted to on a needs basis for the purpose of managing the conflict of interest.

Managing Conflicts of Interest

There are three key components to management of a conflict of interest:

- (1) Report;
- (2) Resolve; and
- (3) Register.

Reporting a Conflict of Interest:

When a Board member, member of a committee or contractor of DBSA become aware that they may have a conflict of interest they must report that fact to the President of the Board of DBSA or relevant Chair of the Board Committee. Reporting a conflict provides an opportunity to consider options to resolve it.

It is important to remember that a conflict may be actual, perceived or a potential conflict and it may be pecuniary or non-pecuniary. If not managed properly, either kind can be equally damaging at a personal level and organisational reputation. Examples of conflicts of interest:

- Purchasing goods or services supplied by the family business of a Board / committee member, or family company, relative or close friend
- Participating in a decision making for goods or services where a relative or friend will be submitting a bid
- Directly negotiating for a friend or relative for them to provide goods or services to DBSA for payment
- Involvement in selection of a contractor, disciplinary matter that involves a relative or friend
- Sale of asset without an equitable process
- Board member or Committee member voting on a decision which directly affects their private or their club's interests

Resolving a Conflict of Interest

The main ways resolution can be achieved are:

- (i) Restrict
- (ii) Remove

(i) Restricting the person with the conflict in the participation of decision making is an appropriate method where the conflict is not likely to arise frequently. Restriction could include one or more of the following:

- Not participating in any critical criteria setting or decision-making role in the process
- Refraining from debate about the plan or proposal
- Limiting access to information and/or denying access to sensitive documents or confidential information in the process
- Withdrawing from discussion of the plan or proposal
- Abstaining from voting on the decision

(ii) Removing the person with the conflict from the process is appropriate where there is ongoing serious conflict of interest and restriction or recruitment is not practical or feasible.

- Removing the person with the conflict from any involvement
- Abstaining from any formal or informal discussion about the matter
- Separating the person with the conflict from the situation where there may be a perception of exerting an influence on decisions or actions

Registering a Conflict of Interest

All conflicts of interest must be registered in the Conflicts of Interests Register. This Register is kept by the Secretary of the Board and helps DBSA show that the conflict has been declared and resolved. It adds transparency to the situation.

Breach of Policy

Failure to disclose a conflict of interest is a breach of the Code of Conduct.

POLICY REVIEW

This policy will be reviewed annually to ensure that the document remains current, practical and relevant for DBSA. The next review date being February 2018.



Dated: 7 February 2018

Signed: _____

Chris Kelley
President DragonBoat SA