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| **Purpose** | This Document aims to enable the Board of Trustees/Directors and staff of name of service to recognise and manage potential or perceived conflict of interest situations in order to protect staff and to preserve public trust in the organisation. |
| **Scope** | This document applies to the Board of Trustees, employees and contractors of name of service. |
| **Policy** | name of service staff and trustees/directors have an obligation to act in the best interests of the organisation and in accordance with this document. It is their responsibility to declare conflicts of interest. |
| **Definition** | A conflict of interest exists in any situation when a person has a financial interest, a private or personal interest, or a business interest sufficient to influence, or appear to influence, the impartial exercise of their official duties or professional judgments.  (It might be impossible to eliminate all situations that may lead to a conflict of interest, but such situations can be managed to avoid the adverse effects that could result). |
| **References** | |
| **Guidelines** | [Managing conﬂicts of interest: Guidance for public entities](http://www.oag.govt.nz/2007/conflicts-public-entities/docs/oag-conflicts-public-entities.pdf)  [Conflict of interest – Charities Services NZ](https://www.charities.govt.nz/im-a-registered-charity/officer-information/officer-kit/conflict-of-interest/) |

**Types of conflict of interest - Examples**

**Business**

**Personal**

**Financial**

The term financial interest means anything of monetary value, including but not limited to:

* Salary or payment for services (example: consulting fees and honoraria).
* Equity interests (example shares, ownership interests).
* Gifts.
* Allowances, forgiveness of debts, interests in real estate, or personal property, dividends, rents, capital gains.
* Intellectual property rights (example: patents, copyrights and royalties from these rights).

A staff member has a personal interest in a matter if his or her spouse or partner, or other person in his or her family/whānau, or person with whom there is a close friendship, could be advantaged or disadvantaged, by any decision that the staff member either can make, or does make, or is in a position to influence.

Situations: hiring, salary decisions, performance managing, conferences, training, promoting etc.

A staff member has a business interest in an enterprise seeking to do business with name of service if he or she;

* Is a director of the

enterprise.

* Is an owner of, or

partner in the enterprise.

* Has a significant

shareholding (equal to or greater than 20% shareholding) in the enterprise.

* Has a close personal or familial relationship with a person who is an owner or partner, or significant shareholder in the enterprise.

**Conflict of interest processes**

**Identification**

**Board members, management, employees**

**Complete a declaration of conflict of interest**

**Other employees**

**Management**

**Board members**

* When joining the Board.
* Is a standard agenda at meetings.
* When joining name of service.
* Any other time a conflict of interest arises.
* When joining the name of service.
* Any other time a conflict of interest arises.

**When the situation arises that an actual or potential conflict of interest is identified**

**Any employees or Board members**

If they become aware of a conflict of interest that has not been declared they should discuss this with the chairperson of the Board or its secretary.

**Managing the conflict of interest**

**Board chair person/secretary**

**manager/CEO**

* Maintain a conflict of interest register.
* Appointing an independent person to oversee or review the activity or action.
* Removing the individual from the decision making process or duties.
* Asking the individual to relinquish or quarantine the personal interest.
* Not voting on conflict of interest matters.

**Where the conflict of interest is ongoing the arrangements require to be reviewed to ensure its management remains relevant.**

# Consultation

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| Group/Role | Date |
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