

## Symbiosis International Conflict of Interest Policy

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	<b>Symbiosis International Conflict of Interest Policy</b>
<b>Policy</b>	To provide clear guidelines for what could be a conflict of interest for staff, volunteers and consultants and how they should be handled.
<b>Basis for Policy</b>	To manage conflicts of interest appropriately, as required by legislative requirements under which Symbiosis International operates, including fund raising licences and corporations law, and reflecting the values of Symbiosis. Conflicts of Interest can involve financial or non-financial interests of a staff member, volunteer or consultant, the interests of a business partner or associate, family member, friend or person in a close personal relationship with the person.
<b>Process</b>	<ul style="list-style-type: none"> <li>▪ Symbiosis staff, volunteers and consultants are required to act in good faith towards the organisation, and appropriately manage conflicts of interest between their personal interests and their duties, obligations and responsibilities to Symbiosis.</li> <li>▪ Where a Symbiosis person has a material personal interest in a matter that relates to the operation of Symbiosis, this must be disclosed to the CEO or a Board Member.</li> <li>▪ When interacting with Symbiosis partner organisations, staff, volunteers and associated individuals, including visitors to Symbiosis projects, must be mindful of courtesy especially regarding hospitality and gifts. These can be accepted out of respect for the person making the gift, providing they are not intended to bring reward, bring about future action or influence decision making. If a gift is perceived as intended to bring reward, bring about future action or influence decision making, the gift should be politely declined. All gifts over the value of \$50 must be declared.</li> <li>▪ Conflicts of interest may occur when: <ul style="list-style-type: none"> <li>– A staff member is asked to participate in an interview panel for employment of a person with whom they are closely connected;</li> <li>– A person proposes to buy goods and services from a company that they have a financial interest in;</li> <li>– A staff member may have connections with other organisations like Symbiosis and may be called on to promote that organisation directly or indirectly, or receive financial/personal benefits because of this relationship, or prevent the staff member from acting objectively when performing their duties for Symbiosis International.</li> </ul> </li> <li>▪ Handling a Perceived or Actual Conflict of Interest <ul style="list-style-type: none"> <li>– Any actual or perceived conflict of interest will be handled on a case by case basis.</li> </ul> </li> </ul>

	– Those identified with an actual or perceived conflict of interest may not participate in decision-making on that matter without consent of their appropriate manager, CEO or the Symbiosis International Board.	
<b>Date Approved</b>		<b>Review Date</b>
<b>Approved by</b>		