

Conflict of Interest

POLICY NAME	CONFLICT OF INTEREST
REFERENCE NUMBER	7-SI-PO-4
POLICY OWNER	CEO
POLICY APPROVER	SYMBIOSIS INTERNATIONAL BOARD
RESPONSIBLE COMMITTEE	FINANCE AND RISK COMMITTEE
RELATED POLICIES	DUALITY OF INTEREST POLICY
RELATED DOCUMENTS	CONFLICT OF INTEREST REGISTER
ACFID CODE REFERENCE	7.4.3
APPROVAL DATE	13 APRIL 2019
REVIEW DATE	28 FEBRUARY 2023

1 PURPOSE

The purpose of this policy is to provide clear guidelines for what could be a conflict of interest for board members, staff, volunteers and consultants and how they should be handled.

2 SCOPE

This policy applies to all personnel and activities undertaken by Symbiosis International, including its directors, employees, volunteers, official visitors, contractors, donors and partner organisations.

This policy is to help manage conflicts of interest appropriately, as required by legislative requirements under which Symbiosis International operates, including fundraising licences and corporations law, and reflecting the values of Symbiosis. Conflicts of Interest can involve financial or nonfinancial 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.

3 POLICY STATEMENT

- 3.1 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.
- 3.2 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.
- 3.3 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.

OCCURRENCE OF CONFLICTS OF INTEREST

3.4 A conflict of interest may occur when:

3.4.1 A staff member is asked to participate in an interview panel for employment of a person with whom they are closely connected;

3.4.2 A person proposes to buy goods and services from a company that they have a financial interest in;

3.4.3 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.

HANDLING A REAL OR PERCEIVED CONFLICT OF INTEREST

3.5 Any actual or perceived conflict of interest will be handled on a case by case basis.

3.6 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.