



CONFLICT OF INTEREST POLICY

Scope & Purpose

The purpose of this Policy is to assist Board members to effectively identify, disclose and manage any actual, real, potential or perceived conflicts of interest in order to protect the integrity of and manage any risk to Reading Friends Australia Ltd (RFA).

This Policy applies to all members, employees and volunteers of RFA.

Definitions

A real conflict of interest occurs when there is an actual conflict of interest.

A disclosed conflict of interest is when the member, employee or volunteer informs RFA of the conflict of interest.

A potential conflict of interest is when RFA makes a reasonable decision that there might be a conflict of interest.

A perceived conflict of interest is when RFA makes a reasonable decision that some might consider it a conflict of interest even if no conflict exists.

A pecuniary or financial conflict of interest occurs when a member, employee or volunteer provides services to RFA. This could apply to employees when they provide services in addition to their normal employment. It applies whether the services are paid or unpaid.

Policy

A conflict of interest occurs when the member's, employee's or volunteer's personal interests do not align with, ie are in conflict with the interests of RFA.

The conflict could influence the outcome of a decision to the detriment of RFA.

All members, employees and volunteers will declare any actual, real, potential or perceived conflict of interest to RFA.

This includes all financial, pecuniary, ethical, legal and non-financial matters that the member, employee or volunteer has between RFA and themselves.

Personal interest will apply to (but is not limited to):

- Immediate members of the member's, employee's or volunteer's family including wife, husband, de facto partner, spouse, children, parents, brothers, sisters.
- Extended members of the member's, employee's or volunteer's family such as aunts and uncles.
- Friends or associates of the member, employee or volunteer including business partners.
- Organisations the member, employee or volunteer is associated with including employers, community organisations and sporting clubs.

RFA will engage in open, transparent and ethical decision making at all times.



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ABN 52 655 762 262

If RFA considers that the member, employee or volunteer has not complied with this Policy, it will consider the circumstances and take action in accordance with the Disciplinary, Disputes & Grievances Policy.

Where a conflict of interest has been disclosed/established, it must be entered into the Conflicts of Interest Register and recorded in the Minutes of the next Board meeting. The Board will decide on the appropriate action to take based on the circumstances.

Disclosed or established conflicts of interest will be will only be available to Board members and recorded, maintained and stored in accordance with the Confidentiality Policy.

Where the conflict of interest involves a Board member, the Board as a whole will consider whether the relevant member is excluded from Board meetings whilst the relevant matter is discussed and decided upon.

Nothing in this policy prevents RFA from taking reasonable action to protect its interests whether a conflict of interest exists or not.

References

Conflicts of Interest Register

RFA Confidentiality Policy

RFA Disciplinary, Disputes & Grievances Policy

Australian Charities & Not-For-Profits Commission (ACNC) Governance Standard

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RFA Constitution