

CONFLICT OF INTEREST POLICY

Compliance with this policy is mandatory.

Purpose and Scope:

The purpose of this policy is to protect the SCAus Group and its Representatives (refer to Definitions table of this policy) from actual improper behaviour or any appearance of impropriety as a result of an actual or perceived conflict of interest by setting clear guidance on how any potential or real conflicts of interest should be managed.

This policy gives guidance to and outlines expectations in identifying and managing potential and actual conflicts of interest. All Save the Children Australia (SCAus) Representatives are required to adhere to this policy and to proactively identify conflicts of interest.

The general duty towards Save the Children Australia Group:

- SCA Representatives have a duty when acting as such to act solely in the best interests of the organisation. They must not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.
- SCAus Representatives must not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role. As well as avoiding actual impropriety, they must also avoid any appearance of improper behaviour. As part of this obligation, they must avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.
- In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, SCA Representatives must ensure that decisions are made solely on merit.

Definition: what is a conflict of interest?

A **conflict of interest** is a situation in which an individual has competing interests or loyalties. A conflict of interest can exist in many different situations, and it is typically when someone has an interest (personal, professional or financial) in an organisation, relationship, activity or decision that may impact their impartiality in carrying out their responsibilities in SCAus.

It also includes a conflict between a board member's duty to SCAus and another duty that the board member has (for example, to another charity). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

A **perceived conflict of interest** occurs when others identify that an individual's interests or relationships appear inconsistent with their ability to perform their role with adequate objectivity and impartiality. The perception of a conflict of interest is a concern because it may damage the reputation of the organisation and/or damage the reputation of an individual within the organisation. For this reason, even when unsure of a conflict of interest, or concerned about the perception of a conflict of interest, it is best to raise this to the organisation.

Anyone at any level can have a conflict of interest. Many SCAus employees are involved in networks and partnerships including community organisations, government, corporate, advocacy and

philanthropic and other organisations and this is frequently an important part of their work and/or professional development. SCAus encourages employees to be actively engaged in a broad range of networks. At times these associations can create an actual or perceived conflict of interest. If unsure, employees should discuss with their manager and, if in any doubt, complete the *Conflict of Interest Disclosure Form*.

Refer to the Definitions table of this policy for examples of Conflicts of Interest.

Policy Statements:

1. It is the policy of the SCAus Group, as well as a responsibility of the Executive and Board, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations of the SCAus Group.
2. SCAus will manage conflicts of interest by requiring its Representatives to:
 - Avoid conflicts of interest where possible
 - Identify and disclose any conflicts of interest
 - Carefully manage any conflicts of interest
 - Follow this policy and respond to any breaches
3. Once an actual, potential or perceived conflict of interest is identified, the Conflict of Interest Disclosure Form must be completed and submitted to the People and Culture team for initial review. Where required, this may include review by SCAus Legal Counsel, the Executive and / or the Board of Directors.
4. Conflicts of interest can be managed when identified and disclosed. The Conflict of Interest Disclosure Form will be used by SCAus to assess and help the organisation and the individual manage an actual or perceived conflict of interest.
5. Where a conflict of interest pertains to a Board decision, the interested person(s) must advise the Board in advance and absent themselves from the deliberation and/or voting on the matter. Where there is doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Trustees.
6. The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.
7. The People and Culture team will maintain a register of all disclosed conflicts of interest. This register will record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps take to address it).
8. All disclosures will be treated confidentially and access to disclosure information will be restricted with authorised personnel (e.g., People and Culture, General Legal Counsel, Executive, Board).
9. Any SCAus Representative behaving contrary to this policy may be subject to disciplinary action, up to and including dismissal.

This policy is to be read in conjunction with all SCAus policies, procedures and guidelines, including the Code of Conduct.

Related Policies and Procedures

- Incident Management Policy
- Whistleblower Policy, Guidelines and Procedures
- Code of Conduct
- Gifts and Benefits Policy
- Fraud Bribery and Anti-Corruption Policy
- Anti-Money Laundering and Counter Terrorism Financing Policy

Review date	Current version	Comments	Author	Approved by Executive Committee	Approved by HR Board Committee	Review date
	1.0	New policy established	B. Bacon	Q1 2011	Q1 2011	Q1 2013
Q1 2013	1.0	Policy reviewed, no changes made	T. McMillan	Q2 2013	Q2 2013	Q2 2015
Q2 2015	2.0	Changed to new format, consolidated content	D. Francois	Q2 2015	Q2 2015	Q2 2017
Q2 2017	3.0	Changed to new format, consolidated content	D. Francois	Q2 2017	Q2 2017	Q2 2019
Q3 2018	4.0	Updated policy format, no other changes	D. Francois	N/A	N/A	Q2 2019
Q3 2019	5.0	Reviewed – no changes required	A. Denvir	20/8/19	18/9/19	Q3 2021
Q3 2021	6.0	Updated policy format with minor changes to the purpose and scope section of this policy version. Review cycle changed to three yearly review.	N. Kapitaniak	15/02/2022	17/3/22	Q3 2024

Definitions:

Word / Term	Definition
SCAus Representatives	SCAus Group permanent, maximum term and casual staff, trustees and board members, volunteers, interns, work experience/placement students and individual contractors and consultants (referred to as representatives).
Conflict of Interest	<p>Examples of conflicts of interest: (these are examples only and not an exhaustive list)</p> <ul style="list-style-type: none"> • Having a direct or indirect interest in an organisation with whom SCAus does business e.g. a supplier or partner organisation • Hiring, managing or being involved in employment decisions of a family member, friend or associate • Involvement in a close personal relationship by two employees and/or representatives of SCAus, particularly where there is a reporting relationship or where the two parties may both be part of a decision-making team • Use of SCAus resources (including paid staff time, equipment, materials or any other resources) for non-SCAus related gain • Accepting gifts, hospitality or other benefits from a supplier, especially during contract negotiations (small tokens of less than \$100 may be accepted outside of these situations but need to be declared and would ideally be distributed across the team so the value to any one individual is incidental) – <i>Please also refer to the Gifts and Benefits Policy for further information</i> • Participating in a tender process where there is a vested interest in one of the participating organisations • Involvement in professional activities that take time away from the execution of your position with SCAus – this includes things like running a family business, having a second job, being a board member