



Conflict of interest policy

1. Purpose

The purpose of this policy is to help Executive Committee members of Geelong R.C. Offroaders Inc. (GRCOR) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of GRCOR and manage risk.

2. Objective

The GRCOR Executive Committee (called the 'Executive Committee' in this policy) aims to ensure that Executive Committee members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of GRCOR.

3. Scope

This policy applies to the Executive Committee members of GRCOR. And may also apply where the interests of any donor, sponsor or beneficiary is implicated through the Clubs operations.

4. Definition of conflicts of interests

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the charity.

Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder).

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

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the charity.

Therefore, these situations must be managed accordingly.



5. Policy

This policy has been developed to address conflicts of interest affecting GRCOR.

Conflict of interest are common, and they do not need to present a problem to the charity as long as they are openly and effectively managed.

It is the policy of GRCOR, as well as a responsibility of the Executive Committee, 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 to GRCOR.

GRCOR will manage conflicts of interest by requiring Executive Committee members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

5.1. Responsibility of the Executive Committee

The Executive Committee is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the charity
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The charity must ensure that its Executive Committee members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

5.2. Identification and disclosure of conflicts of interest

Once an actual, potential or perceived conflict of interest is identified, it must be entered into GRCOR's register of interests, as well as being raised with the Executive Committee.

Where every other Executive Committee member shares a conflict, the Executive Committee should refer to ACNC Governance Standard 5 to ensure that proper disclosure occurs.

The register of interests must be maintained by The Secretary. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).



5.3 Confidentiality of disclosures

The restriction of the register and details will be with the Executive and depending on the nature of any actual or potential or perceived Conflict the details may not be provided freely so as to disadvantage the position of the club's governance. All matters shall be investigated in full where an actual conflict arises and reported as necessary.

6. Action required to manage conflicts of interest

6.1. Conflicts of interest of Executive Committee members

Once the conflict of interest has been appropriately disclosed, the Executive Committee (excluding the Executive Committee member who has made the disclosure, as well as any other conflicted Executive Committee member) must decide whether or not those conflicted Executive Committee members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a Executive Committee member from regularly participating in discussions, it may be worth the Executive Committee considering if it is appropriate for the person conflicted to resign from the Executive Committee.

6.2. What should be considered when deciding what action to take

In deciding what approach to take, the Executive Committee will consider:

- whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- the charity's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the charity.

The approval of any action requires the agreement of at least a majority of the Executive Committee (excluding any conflicted Executive Committee member/s) who are present and voting at the meeting.

The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.



7. Compliance with this policy

If the Executive Committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the Executive Committee may take action against them. This may include seeking to terminate their relationship with the club.

If a person suspects that an Executive Committee member has failed to disclose a conflict of interest, they must discuss with the person in question, notify the Executive, or the person responsible for maintaining the register of interests.

Contacts

For questions about this policy, contact the Executive Committee in person or Secretary via email on geelongrcoffroaders@gmail.com.