

Policy number	7	Version	3.0
Updated by	Deirdre Looney	Approved by Board on	03/03/2023
Responsible person	AMS Board	Scheduled review date	03/03/2025

Introduction

Australian Marist Solidarity (AMS) is the international development arm of the Marist Brothers Star of the Sea Province and the Marist Association of St Marcellin Champagnat. It has a particular focus on empowering young people to transform their lives and community. Promoting the dignity of the human person, as safeguarded by international recognised human rights conventions, is a core value of AMS.

Australian Marist Solidarity (AMS) is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflicts of interest that might arise in the course of its operations,

Purpose

The purpose of this policy is to help AMS to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest, in order to:

- protect the integrity of AMS and manage risks arising from conflicts of interest;
- ensure transparency and objectivity in the activities, projects and structures of AMS;
- ensure that AMS's reputation is not compromised by poorly-managed conflicts of interest;
- provide a framework for those who represent AMS to identify, disclose and manage any actual, potential or perceived conflicts of interest.

Scope

This policy applies to AMS Company members, Board directors, committee members, employees, volunteers, partners and other stakeholders who operate under the auspices of AMS.

Definition

A conflict of interest arises when a person participating in decision-making, related to the operation of AMS, gains or is perceived as gaining advantage (or avoiding a disadvantage) for themselves or for another person, or organisation in which they have an interest.

The Australian Charities and Not-for-Profit Commission's (ACNC) Managing Conflicts of Interest Guide says "A conflict of interest occurs when your personal interests conflict with your responsibility to act in the best interests of your charity."

Conflicts of interest can occur when personal interests have the potential to interfere with a stakeholder's responsibility to act in the best interests of AMS. Personal interests include direct interests, as well as those of

family, friends or organisations a person may be involved with or have an interest in (for example, as a director or employee). It may be actual, potential or perceived and may be financial or non-financial.

Policy

Conflicts of interest do not need to present a problem, if they are openly and effectively managed.

AMS will manage conflicts of interest by requiring its stakeholders to:

1. Take all reasonable steps to avoid situations where their private financial, legal, ethical or other interests (or those of immediate family members) could be perceived to conflict with their responsibilities in relation to AMS.
2. Identify and declare any real or perceived conflicts of interest; any affiliation that they have with an actual or potential supplier of goods and services; or connection with a recipient of grant funds or organisation with competing or conflicting objectives.
3. Disclose any material gifts or offers of gifts for their personal use, and to refrain from accepting valuable or otherwise inappropriate gifts.
4. Absent themselves from discussion and abstain from voting or otherwise participating in decision-making on any issues in which they might have a conflict of interest.
5. Familiarise themselves with the Australian Charities and Not-for-Profits Commission (ACNC) governance standards, in particular governance standard 5, which requires board directors of registered charities to be aware of and observe a set of duties – one of which is to disclose perceived or actual conflicts of interest.
6. Familiarise themselves with the Australian Council for International Development (ACFID) Code of Conduct, in particular Principle 7: Governance
7. Maintain confidentiality in relation to these matters at all times.

Implementation

The implementation of this policy will be guided by the AMS Operations Manual.

Monitoring and Review of Policy

AMS will undertake a review of this policy in accordance with the AMS Policy Review Process as it appears in the AMS Operations Manual or sooner if required. This review will be undertaken by the Chief Executive Office and authorised by the AMS Board of Directors.

Related Resources

- AMS Complaints Policy
- AMS Conflict of Interest Procedures
- AMS Operations Manual
- AMS Constitution
- <https://www.acnc.gov.au/tools/topic-guides/governance-standards>
- <https://www.acnc.gov.au/tools/guides/managing-conflicts-interest-guide>
- <https://acfid.asn.au/good-practice-toolkit/quality-principle-7-governance>

Authorisation



Michael Sinclair

Signature of Company Secretary

Name of Company Secretary

March 2023

Date of approval by the Board