

IAC CONFLICT OF INTEREST AND LOYALTY POLICY

Scope

- This policy supports the Code of Conduct for Council Members and applies to its members and to the members of any subgroups of Council, which may include non-Council members.

Definitions

- A conflict of interest is defined here as one that arises when private interests compete with a Council or subgroup member's duty to act in the best interests of the organisation.
- A conflict of loyalty is defined here as one where a member is, or is perceived to be, influenced by considerations other than the best interests of the organisation.
- Conflicts of loyalty may be sufficiently serious to amount to conflicts of interest.

Process

- Each member must declare to the Council or Subgroup if they believe they have a conflict of interest or loyalty on a matter to be decided on at a meeting.
- Any member present who believes there is a potential conflict of interest or loyalty that has not been declared should raise this for discussion.
- If the Council or subgroup decides that there is no conflict of interest or loyalty, the meeting proceeds as normal.
- If the Council or subgroup decides that there is a conflict of loyalty, this will be minuted and the meeting will proceed as normal.
- If the Council or subgroup decides that there is a conflict of loyalty that is serious enough to warrant being a conflict of interest, it will be treated as such.
- If the Council or subgroup finds that there is a conflict of interest, one of two courses of action will be decided upon, depending on the seriousness of the conflict and the relevance of having the member in question present for discussion:
 - Either the member in question may remain present to participate in the discussion, but must abstain from any vote on the matter under consideration;
 - Or the member in question must temporarily leave the meeting until the discussion is completed and any action decided upon.
- On return, the member will be told what decision was reached.

- The conflict of interest will be recorded in the minutes of the meeting.

Review

- This policy will be reviewed in three years or sooner if circumstances require it.

Signed:

Date:

President

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