



Conflict of interest policy

1. Purpose

The purpose of this policy is to help board members of the Australian Curling Federation (ACF) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the ACF and manage risk.

2. Objective

The ACF Executive Committee (called the 'board' in this policy) aims to ensure that board 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 the ACF and its association members.

3. Scope

This policy applies to the board members of the ACF and any representatives of member/consulting organisations/associations.

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 ACF.

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 board member's duty to the ACF and another duty that the board member has (for example, to another organisation). 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 ACF.

Therefore these situations must be managed accordingly.

5. Policy

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

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

It is the policy of the ACF, as well as a responsibility of the 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 to the ACF.

The ACF will manage conflicts of interest by requiring board 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 board

The board 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 ACF must ensure that its board 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 the ACF's register of interests, as well as being raised with the board.

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

The register of interests must be maintained by the **ACF 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

Access to the Conflict of interest register will be restricted to the ACF executive. Access controls put in place to restrict access will be maintained by Google drive share permissions. Only active members of the board will receive access to view disclosures.

All content within the register will be treated as in confidence and must only be shared or discussed with those directly involved with a disclosure (ACF Board should be counted as included for reporting purposes)

6. Action required to manage conflicts of interest

6.1. Conflicts of interest of board members

Once the conflict of interest has been appropriately disclosed, the board (excluding the board member who has made the disclosure, as well as any other conflicted board member) must decide whether or not those conflicted board 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 board member from regularly participating in discussions, it may be worth the board considering if it is appropriate for the person conflicted to resign from the board.

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

In deciding what approach to take, the board 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 ACF.

The approval of any action requires the agreement of at least a majority of the board (excluding any conflicted board 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 board 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 board may take action against them as stated in Section 9 “EXPULSION, SUSPENSION OR FINING OF MEMBERS” – Rules of The Australian Curling Federation. This may include seeking to terminate their relationship with the ACF in extreme circumstances.

If a person suspects that a board member has failed to disclose a conflict of interest, they must:

- Discuss the perceived conflict with the board member in question
- Raise the conflict to the board at a general meeting should further action be required
- Depending on the nature of the conflict, an anonymous report may be considered for conflicts that may be perceived as sensitive or personal information. This disclosure can be made to any officer of the ACF Executive.

Contacts

For questions about this policy, contact the board or **ACF Secretary** by **email** (australiancurling@gmail.com) .