

AAHYA Conflict of Interest Policy

Purpose

The purpose of this policy is to assist the Australian Afghan Hassaniyan Youth Association Inc (**AAHYA**) to effectively manage any actual, potential or perceived conflicts of interest in order to protect the integrity of AAHYA and to manage risk.

Scope

This policy applies primarily to AAHYA's Committee members who are responsible for managing AAHYA and its operations. This policy also applies to employees, volunteers, contractors and consultants (**personnel**) who are in a position to influence the outcome of financial or organisational decisions. If personnel are unsure whether they are required to comply with this policy they should speak to the Secretary.

What is a conflict of interest?

A conflict of interest occurs when a person's personal interests conflict or appear to conflict with their responsibility to act in the best interests of AAHYA. Personal interests include direct interests as well as those of family or other organisations a person may be involved with or have an interest in (for example as a shareholder). 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 influenced by, their personal interests, rather than in the best interests of AAHYA and must be managed accordingly.

Examples of conflicts of interest include (but are not limited to):

- When a Committee member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of AAHYA. For example, a conflict of interest may arise for a Committee member if AAHYA is considering acquiring goods or services from a company at which a family member of that Committee member works.
- When a Committee member or personnel offers a professional service to AAHYA.
- When a Committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a Committee member has a role on the governing body of another organisation, where the activities of that other organisation may be in direct conflict or competition with the activities of AAHYA.

Duty to disclose conflicts of interest

Committee members and personnel must disclose any real, potential or perceived conflicts of interest or any affiliation they have with an:

- actual or potential supplier of goods and services to AAHYA;
- actual or potential recipient of funds from AAHYA; or
- organisation with competing or conflicting objectives to AAHYA.

Conflicts must be declared to the Secretary or, in the case of disclosure by a Committee member, disclosed at the beginning of a Committee meeting. Each conflict of interest of a Committee member must be discussed by the Committee either at the meeting at which it is disclosed or, if disclosed to the Secretary, at the next Committee meeting after the disclosure occurs. Each disclosed conflict must be recorded by the Secretary in AAHYA's register of interests. AAHYA's register of interests shall be maintained by the Secretary.

The disclosure of a conflict of interest or potential conflict of interest, and the register of interests, will be kept confidential and will be available to members of the Committee only.

Procedures for managing conflicts of interest

Disclosure by a Committee member

Where a conflict of interest or potential conflict of interest is disclosed by a Committee member, the Committee member concerned will not participate in the discussion of that disclosure and will be required to absent him or herself from the meeting during that discussion.

Where a Committee member has a conflict of interest, the Committee will determine by resolution the appropriate manner in which to manage the conflict of interest, which may include requiring the member to not participate in any discussion of the subject matter of the conflict of interest and ensuring that the Committee member will not vote on that matter. The manner in which the conflict of interest is to be managed will be recorded in the minutes of the relevant Committee meeting.

In deciding what approach to take to manage a conflict of interest, the Committee will consider:

- whether the conflict needs to be avoided or simply documented;
- whether the conflict will realistically impair the disclosing member's capacity to impartially participate in decision making;
- alternative options to avoid the conflict;
- AAHYA's objects and resources; and
- the possibility of creating an appearance of improper conduct if the conflict of interest is not addressed that might impair confidence in, or the reputation of, AAHYA.

Disclosure by AAHYA personnel

Where a conflict of interest or potential conflict of interest has been disclosed by one of AAHYA's personnel, this matter should initially be reviewed by the Secretary and where possible the conflict averted or otherwise managed. The resolution of the conflict will be reported at the next Committee meeting and recorded in the register of interests.

Compliance with this policy

If the Committee has a reason to believe that a person subject to this policy has failed to comply with it, it will investigate the circumstances and where appropriate may take action against that person which might include termination of the relationship between that person and AAHYA.

Policy last updated: **January 2021**.