

## CONFLICT OF INTEREST POLICY

Policy number	ADMPOLO27	Version	V.030117
Drafted by	J Rakadrudru	Board approval date	
Responsible person	M Usumaki	Scheduled review date	31/01/2020

### INTRODUCTION

The Board of Harbour City Harvest Church (the church) is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

### PURPOSE

This policy has been developed to provide a framework for:

- all Board Members in declaring conflicts of interest; and
- the Board, when determining how to deal with situations of conflict.

### POLICY

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of Board Member to exercise objectivity.

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Board's Conflicts of Interest Register.

A Board member who believes another Board member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Where a Board member has a conflict of interest, as defined by statute, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a Board member has a conflict of interest, as defined by statute, that Board member shall not vote on that matter.

The Board may supplement the statutory definition of conflict of interest if it so wishes, in which case the same procedures shall apply.

Board members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Board member concerned.

### AUTHORISATION

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Chairman

HARBOUR CITY HARVEST CHURCH INC.

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Date

## CONFLICT OF INTEREST PROCEDURES

Procedures number	ADMPOLO28	Version	V.030117
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### RESPONSIBILITIES

The Chairman is responsible for bringing this policy to the attention of prospective Board members.

All Board members are responsible for respecting this policy.

### PROCEDURES

Before a Board Member begins his or her service with the organisation, he or she shall file with the Chairman a list of his or her principal business activities, as well as involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce a conflict of interest. This information should be documented in the Conflict of Interest Checklist.

Further, Members shall declare any conflicts of interest of which they become aware either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the Conflict of Interest Checklist.

Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the Board member concerned shall leave the room as soon as that item comes up for discussion. The concerned Board member shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present. The Board Member's abstinence should be recorded in the meeting minutes.

HARBOUR CITY HARVEST CHURCH BY-LAWS

ABN: 83 894 491 228  
[NSW, AUSTRALIA]

If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to the Ethics Sub-Committee. This committee will make a recommendation to the Board as to what action shall be taken.

‘Conflict of interest’ is defined as applying

1. in accordance with the statute, where a Board member stands to gain financially from any business dealings, programs or services of the organisation, other than where
  - a. the Board member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
  - b. the person is an employee of the organisation, and the financial gain is of a nature common to other employees.
  
2. under the bylaws of the organisation,
  - a. where the immediate family or business connections of a Board member stands to gain financially from any business dealings, programs or services of the organisation,
  - b. where the person is an employee of the organisation,
  - c. where a Board member or the ex-officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of the church.

**AUTHORISATION**

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Chairman

.....

Date

## CONFLICT OF INTEREST CHECKLIST

This checklist is to be used by the Chairman of the Board of Harbour City Harvest Church each meeting to record conflicts of interest identified by Board members.

Completed checklists should be stored with the minutes of each meeting.

**After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.**

**Date of Meeting:**    /    / 20

**Name of Member** \_\_\_\_\_

**Issue of Conflict** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.**

**Record Response** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Ensure that the minutes record the declaration of interests declared at this meeting**

**Dated the** \_\_\_\_\_ **day of** \_\_\_\_\_ **20**\_\_

**Signed**

**Position**