



## Conflict of Interest Policy

### Introduction

1. This policy will apply to situations where the personal interests of an individual or group of individuals directly conflict with the best interests of U3A Upper Yarra Inc., its members or clients or where the decisions or actions of individuals may be influenced by their personal interest rather than those of the organisation.
2. This will include situations in which:
  - Close personal friends or family members are involved, such as decisions about employment, discipline or dismissal, service allocation or awarding of contracts
  - An individual or their close friends or family members may make a financial gain or gain some other form of advantage
  - An individual is involved with another organisation that is in a competitive relationship with U3A Upper Yarra Inc. and therefore may have access to our plans or financial information
  - An individual is bound by prior agreements or allegiances to other individuals or agencies that require them to act in the interests of that person or agency or to take a particular position on an issue

### Purpose

3. Actions and decisions taken at all levels in U3A Upper Yarra Inc. need to be informed, objective and fair. A conflict of interest may affect the way a person acts, decisions they make, or the way they vote in group decisions. Conflicts of interest need to be identified and action taken to ensure that personal or individual interests do not affect the services, activities or decisions of U3A Upper Yarra Inc.

### Policy

1. U3A Upper Yarra Inc. is committed to ensuring that personal or individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation. Specifically, we will –
  - (a) Require those members with a conflict (or those who think they may have a conflict) to disclose the conflict /potential conflict, and
  - (b) Prohibit those members from voting on any matter in which they are in conflict.
2. Often people are unaware that their activities or personal interests are in conflict with the best interests of the organisation so a necessary goal is to simply raise awareness, encourage disclosure and discussion of anything that may be a conflict, and constantly encourage a “culture of candour.”

## Procedures

4. All members will be made aware of this policy.

## Responsibilities

10 U3A Upper Yarra Inc.'s Committee of Management is responsible for:

- Developing, adopting, implementing, publishing and reviewing this policy.

11 U3A Upper Yarra Inc.'s Secretary is responsible for:

- Receiving and responding to enquiries about this policy
- Receiving complaints about an alleged breach of this policy and for bringing the matter before the Committee of Management promptly.

## Authorisation

This policy:

- Has been prepared from policy guideline 08 – Conflict of Interest V.1 provided by U3A Network Victoria
- Was adopted by the Committee of Management of Upper Yarra U3A Inc. and minuted as such on **21<sup>st</sup> March 2018**
- Will be published by the Committee of Management of Upper Yarra U3A Inc. On its website within four weeks of the date of authorisation.
- Will be reviewed at a time no longer than three years from the above date of adoption.

## Related Policies

Anti Discrimination Policy

Risk Management Policy

Privacy Policy