



STAFF CONFLICT OF INTEREST POLICY

Policy number	43	Version	1
Drafted by	K Robinson	Approved by	07/09/2019
		Committee on	
Responsible person	K Robinson	Scheduled review date	07/07/2021

INTRODUCTION

When working for the Gallipoli Barracks Community Centre, employees and volunteers should place the organisation's interests before any private interests they may have, and should be seen to do so. Conflicts of interest, and the perception of conflict of interest, should be avoided.

For this reason, where an employee or volunteer may be seen as having a financial interest in any decision such that it raises the possibility that the employee or volunteer might be influenced by that financial interest, this interest must be notified to the supervisor of the employee or volunteer. The supervisor may issue instructions to the employee or volunteer regarding relevant workplace matters.

Where an employee or volunteer is in a relationship with any other person working or volunteering in or having dealings with the organisation, that relationship must be disclosed to the supervisor of the employee or volunteer where that relationship may cause or be construed to cause a conflict of interest. That supervisor may issue instructions to the employee or volunteer regarding relevant workplace matters.

PURPOSE

This policy has been developed to provide a framework for:

- all employees or volunteers in declaring conflicts of interest; and
- the President, when determining procedures to deal with situations of possible conflicts of interest.

POLICY

A conflict of interest may occur if an interest or relationship influences or appears to influence the ability of the organisation's employees or volunteers to exercise objectivity. Gallipoli Barracks Community Centre places great importance on making clear any existing or potential conflicts of interest. Employees and volunteers must declare to their supervisor



all such conflicts of interest, and the supervisor may issue instructions to the employee or volunteer regarding relevant workplace matters.

AUTHORISATION

[Signature of Committee Secretary]

[Date of approval by the Committee]

Gallipoli Barracks Community Centre



CONFLICT OF INTEREST PROCEDURES

Procedures number	43	Version	1
Drafted by	K Robinson	Approved by President	07/09/2019
		on	
Responsible person	K Robinson	Scheduled review date	07/07/2021

RESPONSIBILITIES

The President is responsible for bringing this policy to the attention of employees and volunteers.

Employees and volunteers are responsible for complying with this policy.

PROCEDURES

Where an employee or volunteer may be seen as having a financial interest in any decision such that it raises the possibility that the employee or volunteer might be influenced by that interest, the employee or volunteer must notify this interest to their supervisor. The supervisor may issue instructions to the employee or volunteer regarding relevant workplace matters.

Where an employee or volunteer is in a relationship with any other person working or volunteering in or having dealings with the organisation, that relationship must be disclosed to the supervisor of the employee or volunteer where that relationship may cause or be construed to cause a conflict of interest. That supervisor may issue instructions to the employee or volunteer regarding relevant workplace matters.

Any such disclosures to supervisors shall be held confidentially and may not be taken into account in any employment context other than the avoidance of conflicts of interest.

RELATED DOCUMENTS

- [Code of Ethics](#)

AUTHORISATION

[Signature of President]

[Name of President]

[Date]