

# Mansfield Autism Statewide Services

## Conflict of Interest Policy and Procedures

MG3	MASS Governance	Conflict of Interest Policy and Procedures
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<b>What this policy aims to do</b>	Ensure that all real, potential or perceived conflicts of interest are promptly disclosed and dealt with appropriately to protect the interests and reputation of MASS.
<b>Who this policy applies to</b>	Board members of MASS and MASS staff
<b>Who is responsible for carrying out this policy</b>	Board members, CEO, Board Secretary and staff
<b>What words used in this policy mean</b>	<p><i>'Conflict of interest'</i> means a divergence between the individual interests of a person and their responsibility to MASS, such that an independent observer might reasonably question whether the actions or decisions of that person are influenced by their own interests</p> <p><i>'Fiduciary'</i> means a person appointed to act at all times in the best interests of the organisation</p>
<b>Legislation this policy is based on</b>	<a href="#">National Disability Service Standards</a>
<b>Other relevant policies</b>	MG1 Board Authority and Operations MS19 Staff Conflict of Interest

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/16	Peter Lane		
1.1	31/5/18	D Stephenson		Update format
1.2	16/1/19	D Stephenson	17/5/19 Board of Directors	Updated content with reference to MBD1 and ACNC recommendations
1.3	24/2/20	D Stephenson	14/5/2020 Board of Directors	Added references to staff declaring COI. Changed name from MBD to MG

1.4	9/03/21	T de Vries	28/1/22 Board	Include examples of conflicts and outline how these will be proactively managed. Include register of interest template
1.5	1/02/2023	T de Vries	Board of Directors	Annual review

# CONFLICT OF INTEREST POLICY

## Conflict of Interest Policy

Board Members and MASS staff are expected to act in the best interests of MASS.

Board members and staff should avoid situations in which there is a possibility of conflict arising between their personal or professional interests and the interests of MASS.

### Board Members

Board members must declare their interests in writing on an annual basis and as the situation arises based on the Board's activities. A Disclosure form will be provided to Board Members to use and this information will be collated by the Board Secretary and documented in a register of interests.

If a conflict arises, the Board member must declare the nature of the interest to the other members of the MASS Board so that they can decide whether or not to approve the arrangement. This is a legal obligation.

Board members must also not misuse their position or special knowledge of MASS's affairs for the advantage of themselves or someone else without the Board's informed consent.

A conflict of interest may occur when a Board Member, their partners, family members, business and work associates and/or friends benefit, or potentially benefit, directly or indirectly, financially or otherwise from their role with MASS.

### MASS Staff

MASS staff on initial employment and then as their situation changes, will provide a declaration of any conflicts of interest that may arise as a result of their employment by MASS.