

CONFLICT OF INTERESTS POLICY

PURPOSE

The objective of this policy is to ensure that actual, potential and perceived conflicts of interest are identified and managed effectively.

Proper management of conflicts of interest is required to maintain our charitable fundraising licences and to comply with Corporations law.

SCOPE

The principles and procedures in this Policy apply to all HKLN directors, board members and volunteers, contractors and consultants

POLICY STATEMENT

HJLN is committed to ensuring that conflicts of interest are identified and managed so that they do not affect the services, activities or decisions of the organisation.

IDENTIFYING A CONFLICT OF INTEREST

A conflict of interest is where a board member puts his/her personal interests ahead of the interests of the organisation.

A Board member should avoid any conflict arising between their personal interests (or the interests of any other related person or body) and their duties to the organisation. A Board member must not take advantage of their position on the Board to gain, directly or indirectly, a personal benefit, or a benefit for any associated person.

A Board member shall not make use of inside information.

The personal interests of a Board member, and those of associated persons, must not be allowed to take precedence over those of the organisation generally. A Board member should seek to avoid conflicts of interest wherever possible. Full and prior disclosure of any conflict, or potential conflict, or the appearance of potential conflict, must be made to the Board.

ROLES AND RESPONSIBILITIES

Everyone on the HKLN Board is responsible for identifying, disclosing and resolving conflicts of interest. Specific responsibilities are to:

Board Directors and Sub-Committee Members

Retain awareness when conflicts of interests arise to ensure conflicts are disclosed and resolved with all pertinent details recorded in the meeting minutes.

Company Secretary

Maintain a central Conflict of Interest Register and monitor & review the effectiveness of the Register.

Volunteers

Retain awareness of potential conflicts of interest that might affect them and avoid them where possible. Promptly identify and disclose any actual or potential conflicts of interest that might be perceived to affect the proper performance of their work.

vACTION IF THERE IS A CONFLICT OF INTEREST

Once the conflict has been declared to the Board, the Board must decide whether the Board member should:

- Refrain from voting (this is a minimum)
- Refrain from participating in the debate
- Withdraw from the Boardroom during the debate and the voting
- Suggest that the Board member consider resigning from the Board

LEGAL ADVICE

Where a board is concerned that there may be a risk of a real or perceived conflict of interest, then legal advice should be sought to assess the situation and provide advice on how to avoid the conflict. If decisions are made by the board that involve a conflict of interest, then there is the possibility that the decisions will be legally challenged, resulting in personal liability of the board members.

CONFLICT OF INTEREST: CHECKLIST FOR THE CHAIR

Date of Issue:
details>>

<<insert date>>

Contact: *<<contact*

Introduction

This checklist is to be used by the Chair of the Board of HKLN each meeting to record conflicts of interest identified by Board members. Completed checklists should be stored with the minutes of each meeting.

The checklist should be used in conjunction with the Board *Conflict of Interest Policy*.

Purpose

This checklist has been developed to provide consistency in documentation of conflicts of interest relating to Board meetings.

Authorisation

Chair HKLN

- Following 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: / / 200

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 _____ 200__

Signed

Position