

MAA INTERNATIONAL

CONFLICT OF INTEREST POLICY



Work Product Unique ID: POL-CMP012

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Version 1.0, 20 February 2013.

Version 2.0, 20 February August 2016 Effective Immediately

Next Review Date: May 2019

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1 INTRODUCTION

1.1 PURPOSE

The purpose of this policy is to help Board members of MAA International (MAA) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of MAA and manage risk.

1.2 ROLES AND RESPONSIBILITIES

MAA aims to ensure that Board members are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of MAA

The board is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the charity
- monitoring compliance with this policy, and
- Reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The charity must ensure that its board members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

1.3 DEFINITIONS

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the charity. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in. It also includes a conflict between a board member's duty to MAA and another duty that the board member has. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

2 POLICY & PROCEDURES

2.1 POLICY STATEMENT

This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to the charity if they are openly and effectively managed. It is the policy of the MAA as well as a responsibility of the board, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts do not conflict with the obligations to MAA.

2.2 GUIDING PRINCIPLES

MAA will manage conflicts of interest by requiring board members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- Follow this policy and respond to any breaches.

2.3 PROCEDURES

Once an actual, potential or perceived conflict of interest is identified, it must be entered into MAA's register, as well as being raised with the board. Where all of the other board members share a conflict, the board should refer to ensure that proper disclosure occurs.

The register of interests must be maintained by CEO, and record information related to a conflict of interest.

Once the conflict of interest has been appropriately disclosed, the board (excluding the board member disclosing and any other conflicted board member) must decide whether or not those conflicted board members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a board member from regularly participating in discussions, it may be worth the board considering whether it is appropriate for the person conflicted to resign from the board.

2.4 COMPLIANCE WITH THIS POLICY

If the board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the board may take action against them. This may include seeking to terminate their relationship with the charity.

3 REVISION HISTORY

Date of this release: 06 October 2015	Date of next revision: May 2019
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Revision Number	Revision Date	Summary of Changes	Changes Marked?
1.0	20 February 2013	Policy rewritten from scratch	Y
2.0	20 February 2016	Update with new logo and minor enhancements.	Y

UPDATE THIS WHEN YOU COMPLETE REVISING THIS POLICY