



## Conflict of Interest Policy

Barwon Grove Golf Club is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest. This policy has been developed to provide a framework for all Board Members in declaring conflicts of interest.

### **Policy**

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Board's Declarations of Interest Register.

A Board member who believes another Board member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Where a Board member has a conflict of interest (as defined by statute below), that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a Board member has a conflict of interest that Board member shall not vote on that matter. The Board may supplement the statutory definition of conflict of interest if it so wishes, in which case the same procedures shall apply.

Board members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Board member concerned.

### **Procedures**

Members shall declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the Declarations of Interest Register.

Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the Board member concerned shall leave the room as soon as that item comes up for discussion. The concerned Board member shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected.

'Conflict of interest' is defined as applying

1. in accordance with the statute, where a Board member stands to gain financially from any business dealings, programs, or services of the organisation, other than were
  - a. the Board member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
  - b. the person is an employee of the organisation, and the financial gain is of a nature common to other employees.
2. under the bylaws of the organisation,
  - a. where the immediate family or business connections of a Board member stands to gain financially from any business dealings, programs, or services of the organisation,
  - b. where the person is an employee of the organisation,
  - c. where a Board member or the ex-officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of the Barwon Grove Golf Club.