



## **CONFLICT OF INTEREST POLICY**

### **1. PURPOSE**

- a. The purpose of this policy is to ensure that actual, potential and perceived conflicts of interest are identified and managed.
- b. Management of conflicts of interest is necessary in order to comply with relevant internal policies, State and federal laws.

### **2. APPLICATION AND SCOPE**

- a. All BETTER (Building East Timor Through Education/ Resources) employees (full time, part time, casual, permanent or temporary), directors, members, executives, managers, volunteers, contractors and consultants are bound by the principles and procedures of this policy.

### **3. POLICY STATEMENT**

- a. BETTER (Building East Timor Through Education/ Resources) is committed to ensuring that conflicts of interest are not only identified, but also appropriately managed, in order to ensure that the company maintains a high standard in operations and ethical behavior. This is done by:
  - i. Identifying and declaring all conflicts of interest;
  - ii. Developing, implementing and monitoring actions to appropriately manage the conflict;
  - iii. Reporting all identified conflicts to the Board of Directors and/or relevant committees and/or authorities; and
  - iv. Deal firmly with any breaches of this policy.

### **4. APPLICATION**

- a. Directors and Managers
  - i. Retain awareness conflicts of interest arise to ensure conflicts are resolved and disclosed appropriately. Directors will also be responsible for ensuring that all disclosed conflicts of interests are recorded in the meeting minutes.
  - ii. Directors must ensure that the higher levels of management have a genuine focus on integrity, and comply with the policy.
  - iii. Participate in conflict of interest register and resolution.
- b. Company Secretary
  - i. Maintain a Conflict of Interest Register.
- c. Employees
  - i. Comply with this policy and report conflicts of interest, whether actual or perceived, as appropriate.



## 5. MANAGEMENT

### a. Reporting

- i. Employees or members of the organisation who become aware of an actual, potential or perceived conflict of interest must report it to appropriate management, whether matters are pecuniary or non-pecuniary.
- ii. All reported conflicts of interest must be reported at the Board of Directors meetings, and minuted accordingly.
- iii. Unreported conflicts of interest can be damaging not only to the internal structure of the organisation and its operations, but also the organisation's reputation. Thus, all employees are encouraged in training and through their working life to remain mindful and act in appropriation with the company values and integrity.

### b. Resolving

#### i. By Restriction

1. Not participating in the role or process where a conflict of interest exists.
2. Limiting access to information, particularly confidential or sensitive documents.
3. Withdrawing from discussion of the plan or proposal.
4. Abstaining from voting on the decision.

#### ii. By Recruit

1. Arranging for an independent third party to make the decision.
2. Engaging an independent third party or auditor to oversee the decision-making process.
3. Increasing the number of people on the decision-making committee.
4. Seek the opinion of parties who are likely to be concerned about the relevant conflict of interest.

#### iii. By Removal

1. Removing the person from any involvement.
2. Abstaining from any relevant formal or informal discussion.
3. Separating the person from the matter where they may influence any decisions.
4. Re-arranging duties and functions to ensure that the conflict of interest is no longer relevant.
5. Transferal to another project.



iv. By Relinquish

1. Liquidation of private interest in arms-length matters.
2. Divesting or withdrawing support for the private interest.
3. Assigning the conflicting interest to a genuinely 'blind trust' or 'blind management' arrangement.

v. Registering

1. Conflicts of interest should be reported to the Board of Directors, and ensure that matters are recorded in the minutes.
2. Conflicts of Interest should be recorded by the Company Secretary in the Conflicts of Interest Register, containing the following details:
  - a. Name of the person with the conflict of interest
  - b. Name of the person the conflict was reported to
  - c. What the conflict is
  - d. When it occurred
  - e. What the risk exposure is
  - f. How it was resolved

6. BREACHES AND CONTRAVENTIONS

- a. Failure to disclose a conflict of interest is a breach of the BETTER (Building East Timor Through Education/ Resources) Code of Conduct, Constitution and fiduciary obligations. It may result in severance from the organisation if deemed to be an incident of misconduct, wrongdoing, abuse of power or authority. Depending on severity, legal action may be taken.
- b. This policy should be read in conjunction with other applicable BETTER (Building East Timor Through Education/ Resources) policies, such as the Anti-Fraud and Anti-Corruption Policy, Control of Funds and Resources Policy, Acceptance and Refusal of Funds Policy and Accountability and Transparency Policy.