

	ADRA Australia Policies and Procedures- Employee Handbook		No. CR 000 290
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	Conflict of Interest and Disclosure		
	Department	Sections (inc. All sections where this document is located)	
	Corporate Services	Core Policies	
	Modified By	Document Version	Effective Date
	SPD ADM.20.15 Maddocks reviewed	2017/1.1	5 September 2017
Approving Committee	Previous	Revision Date	
ADRA Board of Directors	Version 29 Nov 11	2019	



This policy applies to both ADRA Australia and Open Heart International. Unless specifically mentioned in the policy, references to ADRA Australia extend to, and include, Open Heart International.

CR 000 290 CONFLICT OF INTEREST AND DISCLOSURE POLICY

1. PURPOSE AND SCOPE

In relation to conflict and disclosure of interest this policy sets out expectations for the behaviour and standards of professional and personal conduct for ADRA Australia’s employees (including Conference ADRA Directors), volunteers, contractors and Company Directors hereinafter referred to as **ADRA Australia Personnel** in their engagement with ADRA Australia.

2. POLICY STATEMENT

- A. All ADRA Australia Personnel serving as members of committees, governing boards, trustees, officers and employees of ADRA Australia should not be in a position where they are subject to a perceived, actual or potential conflict of interest when they represent the agency in negotiations or when otherwise making a decision in respect of ADRA Australia’s affairs. They are expected to deal with all decision-making concerning the organisation by giving preference to what is in the best interests of the organisation without favour or preference to third parties or personal considerations.
- B. ADRA Australia Personnel should at all times demonstrate not less than the standard of personal probity (as described in point C below) and the duty to avoid conflicts of interest as are required in secular organisations.
- C. ADRA Australia Personnel should at all times act honestly, with prudence and diligence in the discharge of duties and the exercise of relevant powers.
- D. ADRA Australia Personnel serving as members of committees, governing boards, trustees, officers and employees, or a person formerly holding such positions should only make use of information acquired by virtue of holding such position for the purposes of ADRA Australia and must not use such information to gain personal advantage, directly or indirectly, or for any other person or organisation or to cause detriment to ADRA Australia or the Seventh-day Adventist Church.
- E. ADRA Australia Personnel serving as members of committees, governing boards, trustees, officers and employees, should not make improper use of such position to gain directly or indirectly, personal advantage or for any other person or organisation or to cause detriment to ADRA Australia or the Seventh-day Adventist Church.
- F. A potential conflict of interest may arise when ADRA Australia Personnel serving as members of committees, governing boards, trustees, officers and employees have such a material personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgement he/she exercises on behalf of the organisation, or otherwise give rise to a perception of a conflict of interest. He/she is to consider only the interests of the organisation, and faithfully follow its established policies.
- G. All ADRA Australia Personnel have a duty to be free from the influence of any conflicting interest or commitment when serving ADRA Australia or representing it in negotiations or dealings with third parties. ADRA Australia Personnel expected at all times to protect the best interests of ADRA Australia. The following list, though not exhaustive, describes circumstances and conditions that illustrate actual or potential conflicts of interest or commitment:

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- Engaging in outside business or employment that encroaches on the employee’s employment with ADRA Australia.
 - Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of ADRA Australia.
 - Engaging in any business with, or employment by, an employer who is a supplier of goods or services to any organisation associated with ADRA Australia.
 - Making use of the fact of engagement by ADRA Australia to further outside business or employment, associating the denominational organisation or its prestige with an outside business or employment, or using one’s connection to ADRA Australia or the Seventh-day Adventist Church to further personal or partisan political interests.
 - Owning or leasing any property with knowledge that ADRA Australia or the Seventh-day Adventist Church has an active or potential interest therein.
 - Lending money to, or borrowing money from, any third party, other than a bank, who is in a fiduciary relationship with ADRA Australia or who is a supplier of goods or services or otherwise regularly involved in business transactions with the organisation.
 - Accepting any gratuity, gift, benefit or favour of more than nominal value and beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work carried out for ADRA Australia other than the compensation agreed between the organisation and the employee and in accordance with policy.
 - Making use of or disseminating, including by electronic means, any confidential information acquired through employment by ADRA Australia for personal profit or advantage, directly or indirectly.
 - Using ADRA Australia personnel, property, equipment, supplies, or goodwill for other than approved activities, programs and purposes.
 - Expending unreasonable time, during normal business hours, for personal affairs or for other organisations, to the detriment of work performance for ADRA Australia.
 - Using one’s connections within ADRA Australia to secure favours, benefits or an advantage for oneself, one’s family or associates.
- H. Because of the common objective embraced by the various organisational units and institutions of the Seventh-day Adventist Church, membership held concurrently on more than one denominational committee or board, does not of itself constitute a conflict of interest provided that all the other requirements of the policy are met. While serving as an officer, trustee, or director of multiple denominational entities is thus acknowledged and accepted, an officer, trustee, or director serving on an organisation's board is expected to act in the best interest of that organisation and its role in the Seventh-day Adventist Church structure.

3. DISCLOSURE OF INTEREST

- A. ADRA Australia’s directors must declare any actual or potential conflict of interest. Where such conflict of interest occurs members of committees or boards of management or officers or employees of the organisation must declare in writing the nature, character and extent of such conflict to the appropriate committee or board.

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- B. A member of an executive committee or governing board shall also declare in writing the nature of any personal interest to the relevant committee or board as soon as practicable after becoming aware of any actual or potential conflict of interest. The secretary of the committee or board shall record such declaration of interest in the minutes of the meeting at which such declaration was made or presented.
- C. A member of an executive committee or governing board shall, upon appointment and annually thereafter, indicate acceptance of and compliance with the Conflict of Interest and Disclosure Policy by signing the statement of acceptance the wording of which is given below:

DISCLOSURE OF INTEREST STATEMENT OF ACCEPTANCE

I, affirm that this declaration is correct, to the best of my knowledge, and understand that ADRA Australia is relying on the truthfulness of this declaration:

Should facts change in the future that may create a potential conflict of interest, I agree to notify the organisation secretary in writing as soon as I become aware of changed facts or circumstances.

- 1. I have read and understood the ADRA Australia Policy on Conflict of Interest and Disclosure.
- 2. I am in compliance with the Conflict of Interest and Disclosure Policy as printed above.
- 3. Except as disclosed below:
 - a. Neither I nor any member of my family have a financial interest or business relationship which competes with or conflicts with the interests of the organisation.
 - b. Neither I nor any member of my family have a financial interest in nor am I or any of them an employee, officer, director, or trustee of, nor have I or they received financial benefits either directly or indirectly from any enterprise (excluding less than five per cent (5%) ownership in any entity with publicly traded securities) which is doing business with, or is a competitor of, the organisation.
 - c. Neither I nor any member of my family receive/received any payments or gifts, monetary or non-monetary (other than of nominal value) from other denominational entities, suppliers, or agencies doing business with the organisation.
 - d. Neither I nor any member of my family serve/have served as an officer, director, trustee, or agent of any organisation affiliated with or subsidiary to the organisation in any decision-making process involving financial or legal interests adverse to the organisation.

Disclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

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Signature

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Position/Title

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Date