



DOOR OF HOPE AUSTRALIA INC

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DOHA CONFLICT OF INTEREST POLICY

Introduction

The Board of Door of Hope Australia Inc. (DOHA) is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing, potential or perceived conflict of interest.

Definition:

“A conflict of interest occurs when your personal interests conflict with your responsibility to act in the best interests of your charity.

The term ‘personal interests’ does not need to be your own interest, but may also arise from the interests of your family friends, or other organisations you are involved with. It also includes a conflict between your duty to the charity and another duty that you have (for example, to another charity).”

Beyond the definition, there are three accepted types of conflicts; actual, potential and perceived.

Purpose

This policy has been developed to provide a framework for all Board of Directors (BD), Employees and Volunteers in declaring conflicts of interest (actual, potential and perceived).

Conflicts of interest are identified and addressed by the BD during board meetings. Members may approach the BD with concerns of conflict of interest, which will then be addressed at the BD meeting.

BOARD:

All such conflicts of interest shall be declared by the member concerned and documented in the BD Conflicts of Interest Register. A BD member who believes another BD member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Procedure

1. Members shall declare any conflicts of interest either at the start of the BD meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes.
2. Where a conflict of interest or potential conflict of interest is identified and/or registered, the BD member concerned shall leave the room as soon as that item comes up for discussion. The concerned BD member shall not vote on that issue, nor initiate or take part in any BD discussion on that topic (either in the meeting or with other BD members before or after the BD meetings), unless expressly invited to do so by unanimous agreement by all other members present.
3. If a person declares themselves to have existing or potential conflict of interest, confidentiality will be respected.

Examples of conflict of interest could be (but are not limited to):

- When a BD member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation.
- When a BD member him or herself offers a professional service to the organisation.
- When a BD member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a BD member or the ex/officio member of the BD 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 DOHA.

EMPLOYEES AND VOLUNTEERS:

In the context of this policy an Employee and volunteer includes the Employee/Volunteer and his/her immediate family (parents, children, spouse, etc.)

Employees and Volunteers must always act in the best interests of the DOHA.

Personal financial interests, where there is any possibility of a conflict or coincidence of interests, must be documented in the BD Conflicts of Interest Register.

With regard to the receipt of gifts or rewards by Board, Employees and Volunteers, the following principles are to apply:

- Transparency
- Upward referral for approval and/or information
- No Employee may solicit or receive a gift (in its broadest sense) or reward which could influence his/her decision
- Small gifts associated with recognized anniversaries/events (birthday, Christmas, etc.) may be accepted.

Reviewing the DOHA Conflict of Interest Policy

DOHA Conflict of Interest Policy will be reviewed every two years.