

CONFLICT OF INTEREST POLICY

Policy number	2.01	Version	2023V4
Responsible Person	Chief Finance and Operations Officer	Approval date	28-11-2023

INTRODUCTION

A conflict of interest arises from a conflict between the performance of official work duties and a private or personal interest.

A personal interest includes the private, professional, or business interests of a person, or of the individuals or groups with whom they have a close association, such as relatives, friends or even acquaintances.

A conflict of interest may be actual, perceived, or potential.

PURPOSE

This policy states ASHM's position on conflicts of interest, including the requirement that conflicts are avoided wherever possible, or:

- identified and declared; and
- actively managed.

ASHM personnel may encounter conflict of interest situations and ASHM acknowledges that conflicts may not always be avoided. They must however be identified and appropriately managed to ensure we earn and maintain the highest levels of integrity and trust in ASHM and our Programs.

SCOPE

The Conflict of Interest Policy applies to all ASHM personnel, defined for the purposes of this policy as: employees, consultants, contractors, office volunteers, interns, the ASHM Board and sub-Committees, Advisory Groups, or anyone who undertakes work for the organisation. All of the above must comply with the provisions of this policy.

DEFINITIONS

A conflict of interest is where a person within scope (as above) has an outside of ASHM interest that could improperly influence, or be seen to influence, their decisions or actions in the performance of their official duties.

Perceived conflict of interest: a perceived conflict of interest occurs when a reasonable person, knowing the facts, would consider that a conflict of interest may exist, whether or not this is the case.

Potential conflict of interest: a potential conflict of interest occurs where a person has a personal interest that could conflict with their official duties in the future.

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Actual conflict of interest: an actual conflict of interest occurs when there is a conflict between a person's official duties and responsibilities in serving the public interest, and their personal interest.

POLICY

Conflicts of interest arise when an individual's other interests' conflict or could be seen to conflict with duties or obligations to ASHM. A conflict of interest may affect or may appear to influence judgment and an individual's capacity to do their job independently. If undisclosed, they may cause an individual to act unlawfully. This could be deemed unethical, and it might breach an expressed or implied term of the individual's contract of employment; or damage ASHM's reputation and/or its interests.

ASHM personnel are responsible for openly declaring any matters of private interest that may conflict with the performance of work duties. In order to avoid a conflict of interest scenario, either real or perceived, ASHM personnel must:

- Not use inside information, commercial in confidence information, resources, status, power, or authority properly, gain, or seek to gain, a benefit or advantage for themselves or others.
- Always be objective and impartial, and demonstrate this objectivity and impartiality in all matters and dealings (including in procurement decisions)
- Without prior clearance from ASHM, refrain from undertaking any activities (including employment) outside working hours that might, in any way, compete either directly or indirectly with the activities of ASHM or which restrict personnel's ability to fulfil the duties of their position at ASHM.
- As soon as practicable, declare any situation which could reasonably constitute a conflict of interest.

Failure to disclose a potential or actual conflict of interest is a breach of this Policy and the ASHM Code of Conduct. If substantiated and depending on the nature of the breach, it may result in disciplinary action, up to and including termination of employment.

RELATED POLICIES

- 1.01 Governance Policy
- 3.13 Procurement and Tendering Policy
- 2.14 Whistleblower Policy
- 3.11 Privacy Policy

AUTHORISATION

ASHM Board

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HISTORY

Version	Approved Date	Comments/ Amendments
2018v1	10-04-2018	First version of this policy
2021 V2	17-06-2021	Tri-annual review; ACFID Code of Conduct compliance check; updated template
2022v3	14-11-2022	Update as per Governance Institute recommendation
2023v4	28-11-2023	Simplified and extended the scope of the policy. Also made amendments to internal ASHM procedures.

APPROVED NOVEMBER 2023

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CONFLICT OF INTEREST PROCEDURE

Procedures number	2.01	Version	2023 V4
Responsible person	CFOO	Approval date	28-11-2023

RESPONSIBILITIES

ASHM personnel are responsible for avoiding wherever possible or identifying, declaring, and managing any actual, potential, or perceived conflict of interest that applies to them and otherwise to report any breach observed.

ASHM managers must provide leadership in implementing and giving effect to this Policy.

CEO, Board, Subcommittee or Advisory Group members should retain awareness when actual, perceived or potential conflicts of interests arise to ensure conflicts are disclosed and resolved with all pertinent details recorded in their meeting minutes.

PROCEDURES

In reporting or managing conflict of interest matters, privacy needs should be considered, and procedures may be amended with direct recourse to the President of the ASHM Board if privacy is a concern. Whistleblower procedures may be relevant in the event of a serious actual or perceived breach.

Directors, or sub-committee or advisory group members:

On joining the Board, sub-committee or advisory group, members are required to complete a conflicts of interest declaration which is forwarded to the Company Secretary.

When a COI (actual, perceived or potential) is declared this is to be:

- If without immediate impact, discussed by the relevant body and included in the minutes of meeting (sub-committee and advisory group minutes are reviewed by the ASHM Board). The Board is to determine if action is required and the Secretary to note nature of the conflict and any required actions in the Conflicts-of-Interest Register.
- If relating to an immediate meeting matter, the chair of the meeting is to determine any necessary actions, including potential exclusion from discussion or any related voting.
- If a meeting Chair has a conflict of interest the meeting will appoint a new Chair for the purpose of related discussions and voting.

When a conflict of interest (actual, perceived, or potential) is declared or detected related to staff, contractors, volunteers or other stakeholders:

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The matter is to be reported to the CFOO or CEO for recording and to determine necessary action.

RELATED DOCUMENTS AND FORMS

Board Charter

ASHM Conflict of Interest Register

AUTHORISATION

ASHM CEO

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