Conflict of Interest Policy

Date Reviewed: Thursday 12th May 2022

Next Review: 2023

All Executive Committee Members of the Auckland Water Polo Centre Inc. will strive to avoid any conflict of interest between the interests of the organisation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the organisation’s decision-making process, to enable our members and stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff, and board members.

Examples of conflicts of interest include:

1. An executive committee member, contractor or employee who is related to a member of any staff and there is a decision to be taken on staff pay and/or conditions.

2. An executive committee member who is also on the committee of another organisation that is competing for the same funding.

3. An executive committee member who has shares or an interest in a business that may be awarded a contract to do work or provide services for the club.

Upon appointment, each executive committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

During meetings or activities, executive committee members will disclose any interests in a transaction or decision where there may be a conflict between the club’s best interests and the executive committee members best interests or a conflict between the best interests of two organisations that the executive committee member is involved with.

**Disclosure:**

In the event of a Conflict of Interest, an executive committee member may be asked to leave the meeting for the discussion and may not be able to take part in the decision or vote depending on the judgement of the Chair, and/or the board of the meeting.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy supplements the Constitution, Guidelines to Corporate Governance, Code of Ethics and Organisation Regulations.

Conflict of Interest Form

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**Conflict of Interest Disclosure Form**

**Note:** A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the Committee Members other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the Committee Member has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected. The Committee Member should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant legislation and organizationally established regulations and guidelines in financial conflicts must be abided by.

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| --- |
| Name: |
| Position: |
| Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:  |
| Tick the appropriate box below. |
|  | **I have no conflict of interest to report.** |  | **I have the following conflict of interest to report:** |
| Please specify other non-profit and for-profit boards/committee(s) you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:  |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |

**I hereby certify that the information set forth above is true and complete to the best of my knowledge.**

**Signature:**

**Date:**