

# **Adelaide Quality Care Core Standards Policy Manual**

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# **Conflict of Interest Policy**

## **PURPOSE AND SCOPE**

Adelaide Quality Care is committed to ensuring that actions and decisions taken at all levels in the organisation are informed, objective and fair. A conflict of interest may affect the way a person acts, decisions they make and / or the way they vote on group decisions.

Adelaide Quality Care will act proactively to manage perceived and actual conflicts of interest through development and maintenance of organisational policies. This will ensure organisational/ethical values do not impede participant's right to choose and control.

Conflicts of interest must be identified, and action taken to ensure that personal or individual interests do not impact on the organisation's services, activities or decisions.

All management, staff, and contractors are always required to act in the interests of the organisation, and to notify the organisation when this conflicts with other interests or commitments.

Declaration and management of conflicts of interest are specifically required for management members as part of their legal responsibilities as management members.

## **POLICY**

This policy requires all employees and management:

- Act impartially and without prejudice
- Declare any potential or actual conflict of interest, and
- Do not accept gifts or benefits that would influence a decision.

This will include situations in which:

- Close personal friends or family members are involved, such as decisions about employment, discipline or dismissal, service allocation or awarding of contracts.

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- An individual or their close friends or family members may make a financial gain or gain some other form of advantage.
- An individual is involved with another organisation or offers services that are in a competitive relationship with our organisation and therefore may have access to commercially sensitive information, plans and / or financial information.
- An individual is bound by prior agreements or allegiances to other individuals or agencies that require them to act in the interests of that person or agency or to take a Position on an issue.

## PROCEDURE

### Registration of known conflicts of interest

A register of conflicts of interest will be kept, and management and staff will be asked to declare:

- Potential or actual conflicts of interest that exist when a person joins the organisation.
- Conflicts of interest that arise during their involvement with the organisation.

The register will be maintained by the Quality Manage . All potential and actual conflicts will be recorded in the register, showing:

### Identification and declaration of conflicts of interest

In addition to an initial declaration of any potential conflicts of interest at the beginning of their involvement with the organisation, all management and staff are required to declare any potential or actual conflicts of interest they are aware of:

- At the beginning of any meeting or decision-making process, informing those present when a conflict becomes apparent.
- Outside of a meeting, speak with the Managing Director when a conflict becomes apparent.
- by providing formal notification in writing to Managing Director.

### Management of conflicts of interest

Where a conflict of interest is declared or identified for staff members:

- The conflict will be assessed by the staff member's immediate senior, or the most senior staff person or Office Manage.

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- If a conflict of interest exists or there is a perception that a conflict exists, the staff member may be asked to:
  - Contribute to the discussion but abstain from voting or taking part in a decision on the matter.
  - Observe but not take part in the discussion or decision making.
  - Leave the meeting during discussion and decision on the matter.

### **Staff involvement in external activities**

Adelaide Quality Care encourages and supports staff members to get involved in community activities and volunteer work in their personal lives. However, it is possible that staff members may undertake volunteer or professional roles outside the organisation that may give rise to a conflict of interest, or a perception of conflict (e.g. staff undertaking consultancy work for member organisations or government agencies).

As a result, Adelaide Quality Care expects that all staff members declare their involvement in external activities related to the work of Adelaide Quality Care when they are employed, and discuss and plan with Managing Director as on how any potential conflicts of interest can be managed. Staff members taking on other (new) work outside Adelaide Quality Care need to inform Managing Director.

### **Contractors**

All contracts with external consultants being engaged by the organisation will include a declaration that no conflict of interest exists.

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## **RELATED DOCUMENTS**

- Code of Conduct Policy/Form
- Privacy Policy
- Conflict of Interest Declaration

## **REFERENCES**

- NDIS Practice Standards and Quality Indicators 2018
- NDIS Act 2013
- Privacy Act 1988 (Commonwealth)
- Australian Privacy Principles (APP)
- Privacy and Personal Information Protection Act 1998 (NSW)