

Conflict of Interest Policy

August 2019

1. The purpose of this policy is to
 - protect the integrity of ADCA's decision-making process
 - enable our stakeholders to have confidence in our integrity, and
 - protect the integrity and reputation of volunteers, staff and Committee members.
2. This policy is intended to supplement good judgement, and staff, volunteers and Committee members should respect the spirit as well as the letter of the policy.
3. All staff, volunteers, and Trustees of ADCA will strive to avoid any conflict of interest between their own personal, professional or business interests, on the one hand, and the interests of ADCA, on the other. This includes avoiding **actual** conflict of interest as well as the **perception** of conflict of interest.
4. Examples of conflicts of interest include:
 - a Committee member who is participating in decision-making on service fee levels for members who also uses ADCA services themselves as an ADCA member
 - a Committee member who is participating in decision-making on staff pay or conditions who is related to a member of staff
 - a Committee member who is also on the committee of another organisation which is competing for the same funding
 - a Committee member with shares or other interests in a business that may be awarded a contract to do work or provide services for ADCA.
5. Candidates applying for any role with ADCA will be made aware of this policy and asked to disclose any potential conflict of interest with regard to the role they are applying for. Prospective Committee members will be asked at the time of appointment, prospective staff members at interview, and prospective volunteers during the recruitment process.
6. During the course of meetings or activities, ADCA Committee members or staff present will be required to disclose any personal interest in a transaction or a decision under discussion. After such a disclosure, depending on the judgement of the other Committee members present, an individual may be asked to absent themselves during the discussion and decision-making process. Any such disclosure and the subsequent actions taken will be noted in the minutes.