

Capricorn Citizen Advocacy

CONFLICT OF INTEREST PROCEDURE AND REGISTER

Policy number:	1.1.5.1	Approved by Management Committee:	27 th March 2024
Version:	3.0	Signed off by Executive:	27 th March 2024
Responsible person:	Coordinator	Scheduled Review Date:	27 th March 2027

Purpose

This procedure sets out how Capricorn Citizen Advocacy manages conflicts of interest that may occur from time to time; in accordance with its 1.1.5. Code of Conduct - Committee of Management and 6.0.0. Code of Conduct – Staff and Volunteers.

Procedure

1. If a conflict of interest arises involving a member of the Management Committee, employee or volunteer, the matter is to be considered by the Management Committee in accordance with [1.1.5. Code of Conduct - Committee of Management](#); point 4; [Maintenance of the Organisation's Integrity](#) and [6 0.0. Code of Conduct – Staff and Volunteers](#); point 4; [Maintenance of the Organisation's Integrity](#).
2. The Management Committee will include a standing item in its monthly meeting agenda; **“Consideration of any Conflicts of Interest”**.
3. If a matter involving any conflict of interest is considered by a flying minute, it must be formally adopted at the next Management Committee meeting.
4. A register of all conflicts of interest will be kept as per the attached template.

Related Documents

1. [1.1.5. Code of Conduct - Committee of Management](#)
2. [6.0.0. Code of Conduct – Staff and Volunteers](#)

References

Nil

Conflict of Interest Register

Date	Name of Person Declaring an Interest	Nature of the Interest	Date noted in MC minutes

Ratification

This policy was adopted by Capricorn Citizen Advocacy’s Management Committee at its meeting held on 27 / 03 / 2024.



SIGNED:
President

27 / 03 / 2024
(Date)



SIGNED:
Secretary

27 / 03 / 2024
(Date)