



pathways  
southwest

Towards better mental health

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# Board of Management Conflict of Interest Policy & Procedure

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

## Board of Management Conflict of Interest

### Policy & Procedure

#### Policy

This policy has been developed to provide a framework for all Board of Management (BOM) Members in declaring conflicts of interest.

#### Procedure

1. Members shall declare any conflicts of interest either at the start of the BOM meeting concerned or when a relevant issue arises. A BOM member who believes another BOM member has an undeclared conflict of interest should specify in writing the basis for this potential conflict. The nature of this conflict of interest should be entered into the meeting minutes.
2. Where a conflict of interest or potential conflict of interest is identified and/or registered, the BOM member concerned shall leave the room as soon as that item comes up for discussion. The concerned BOM member shall not vote on that issue, nor initiate or take part in any BOM discussion on that topic (either in the meeting or with other BOM members before or after the BOM meetings), unless expressly invited to do so by unanimous agreement by all other members present.
3. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the BOM cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to the Ethics Sub-Committee. This Sub-Committee will make a recommendation to the BOM as to what action shall be taken.

#### ***Examples of conflict of interest could be (but are not limited to):***

- When a BOM member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation.
- When a BOM member him or herself offers a professional service to the organisation.
- When a BOM member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a BOM member or the ex/officio member of the BOM has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Pathways.