

Conflict of Interest

POLICY STATEMENT

HBLN are 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 or the way they vote on group decisions.

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 organisers, volunteers and instructors are required to act in the interests of HBLN at all times, and to notify the HBLN when this conflicts with other interests or commitments.

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

Conflicts of interest

This policy requires that all instructors, volunteers and organisers:

- act impartially and without prejudice
- declare any potential or actual conflict of interest
- 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 service allocation or awarding of contracts
- 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 organization/group or offers services that are in a competitive relationship with our group and therefore may have access to commercially sensitive information, plans 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 particular position on an issue.
- an individual benefits by the reduction of fees for activities.

PROCEDURES

Registration of known conflicts of interest

A register of conflicts of interest will be kept and all organisers, instructors, and volunteers (if applicable) will be asked to declare:

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

The register will be maintained by the HEWA Coordinator. All potential and actual conflicts will be recorded in the register, showing

- the name of individual
- their position or role in the group
- the nature of the interest they hold
- the date of record
- any incidents that arise where the interest comes into conflict with the interests of the group, the date of the incident and a summary of how it was managed.

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 HBLN and its events, all organisers, instructors and volunteers are required to declare any potential or actual conflicts of interest they are aware of by:

- At the beginning of any meeting or decision making process informing those present when a conflict becomes apparent.
- Outside of a meeting informing the Organiser(s) or the HEWA Coordinator when a conflict becomes apparent.
- Providing formal notification in writing to the HEWA Coordinator.

Management of conflicts of interest

Where a conflict of interest is declared or identified:

For Event Organiser(s)

- The HEWA Coordinator will assess whether a conflict exists.
- The Event Organiser 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
- the declaration of conflict of interest will be recorded in the minutes of any meetings, in email correspondence, along with the action taken.

HBLN Home Education WA

For instructors:

- The conflict will be assessed by the Organiser(s).
- If a conflict of interest exists or there is a perception that a conflict exists, the instructor 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

For volunteers:

- The conflict will be assessed by the Organiser(s).
- If a conflict of interest exists or there is a perception that a conflict exists, the volunteer 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