



Conflict of Interest Policy

1. Purpose

This policy applies to situations where the personal interest of an individual or group of individuals directly conflicts with the best interests of Glen Eira U3A, its members or where the decisions or actions of individuals may be influenced by their personal interest rather than those of Glen Eira U3A.

Glen Eira U3A is committed to ensuring that personal or individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation.

2. Scope

2.1 Definition of Conflict of Interest

Conflict of Interest can be:

- Real – where a direct conflict exists between current duties and existing private interests.
- Apparent – where it appears or could be perceived that private interests are improperly influencing the performance of duties whether or not that is actually the case.
- Potential – where private interests are not but could come into direct conflict with duties.

2.2 When A Conflict May Occur

A conflict of interest 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;
- 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 that is in a competitive relationship with Glen Eira U3A and therefore may have access to our 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.

2.3 Disclosing Conflict of Interest

Actions and decisions taken at all levels in Glen Eira U3A need to be informed, objective and fair. A conflict of interest may affect the way a person acts, decisions they make, or the way they vote in group decisions.

Conflicts of interest need to be identified and action taken to ensure that personal or individual interests do not affect the services, activities or decisions of Glen Eira U3A. This means:

- Those members with a conflict, or those who think they may have a conflict, are required to disclose the conflict / potential conflict, and
- Those members are prohibited from voting on any matter in which they are in conflict.

Glen Eira U3A will manage conflicts of interest by requiring Committee Members to:

- Avoid conflicts of interest where possible
- Identify and disclose any conflicts of interest
- Carefully manage any conflicts of interest, and
- Follow this policy and respond to any breaches

2.4 Managing a Breach of Conflict of Interest

Once the conflict of interest has been appropriately disclosed, the Committee Member who has made the disclosure, as well as any other conflicted Committee Member, must not be present during the discussion of the matter and must not vote on the matter.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a Committee Member from regularly participating in discussions, the Committee must consider if it is appropriate for the person conflicted to resign from the Committee.

3. Roles and Responsibilities

This policy applies equally to all Members and Volunteers including:

- Glen Eira U3A Management Committee (the Committee)
- All volunteers (honorary and member), tutors (honorary and member) and/or contractors who undertake activities and functions performed on behalf of Glen Eira U3A

The Committee is responsible for:

- Developing, endorsing, implementing, publishing and reviewing this policy
- Reviewing and confirming any exemptions to this policy
- Establishing a system for identifying, disclosing and managing conflicts of interest,
- Investigating and resolving any serious issue or grievance about a breach of this policy within an acceptable time frame.
- Monitoring compliance with this policy

Glen Eira U3A must also ensure that its Committee Members are aware of the Governance Standards of the Australian Charities and Not-for-profit Commission (ACNC).

4. Revision History

Version	Date	Changes
V1.0	19 June 2017	Endorsed by Glen Eira U3A Management Committee
V2.0	11 May 2023	Endorsed by Glen Eira U3A Management Committee
V3.0	30 May 2024	Endorsed by Glen Eira U3A Management Committee