

# **U3A Geelong Incorporated**

Reg. No. A12137

## **Conflict of Interest Policy**

### **Introduction**

U3A Geelong Inc. 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.

### **Purpose**

The purpose of this policy is to identify the kinds of activity that could constitute a conflict of interest and to suggest ways in which situations of actual or potential conflict of interest may be handled so that they do not affect the proper activities or decisions of U3A Geelong Inc.

### **Policy**

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

1. This will include situations in which:

- close personal friends or family members are involved, such as decisions about employment, discipline or dismissal, service allocation, purchases or awarding of contracts.
- an individual or their close friends or family members may make a financial gain or some other form of advantage.
- an individual is involved with another organisation that is in a competitive relationship with U3A Geelong Inc. and therefore might have access to planning 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.

## **Procedures**

2. Specifically, U3A Geelong will:
  - require those members with a conflict, or those who think they may have a conflict, to disclose the conflict or potential conflict, and
  - prohibit those members from voting on any matter in which they are in conflict, and require such members to leave any meeting at which the relevant discussion is held and a vote is taken.
3. Often people are unaware that their activities or personal interests are in conflict with the best interests of the organisation, so a necessary goal is to simply raise awareness, encourage disclosure and discussion of anything that may be a conflict, and constantly encourage a culture of candour.

## **Implementation**

4. This policy was adopted by the Management Committee of U3A Geelong Inc. and minuted as such on 22nd July, 2020.
5. This policy will be published by the Management Committee of U3A Geelong Inc. on its website within 4 weeks of the date of this authorisation.

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