

POLICY – Conflict of Interest

Policy Title	CEF Conflict of Interest Policy
Policy Number	Governance 1.010
Version Number	1
Date Approved	19 August 2020
Review Date	<i>Three years from approval</i>
Policy Officer	Operations Manager
Responsible Person/s	Chief Executive Officer
Scope	CEF Staff and Board
Purpose	The purpose of this policy is to help Board members of Country Education Foundation of Australia Ltd ACN 103 889 452 (CEF) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of CEF and manage risk.
POLICY STATEMENT	

Country Education Foundation of Australia (CEF) aims to ensure that Board members are aware of their obligations to disclose any conflicts of interest that they may have and comply with this policy to ensure they effectively manage those conflicts of interest, as a representative of CEF.

Definition

A conflict of interest occurs when a person's personal interests' conflict with their responsibility to act in CEF's best interests. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder). It also includes a conflict between a Board member's duty to CEF and another duty that the Board member may have (for example) to another charity. A conflict of interest may be actual, potential or perceived and may be both financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the charity and must be managed accordingly.

Core Policy

It is the policy of CEF as well as a responsibility of the Board that ethical, legal, financial and other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to CEF. This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to CEF if openly and effectively managed.

CEF will manage conflicts of interest by requiring Board 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.

Policies can be established and amended only by the Board. **Procedures** can be amended by the CEO