



Conflicts of Interest Policy

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1. Principles

- 1.1 Conflicts of Interest are a risk to AHANA’s integrity, operations and reputation.
- 1.2 Conflicts of Interest do not present a problem provided they are openly and effectively disclosed and managed.
- 1.3 AHANA Representatives have obligations to declare, manage and report Conflicts of Interest.

2. Purpose

- 2.1 The purpose of this policy is to ensure that AHANA manages Conflicts of Interests in accordance with best practice, by supporting AHANA Representatives to understand their obligations and providing a mechanism for Conflict of Interest reporting, recording and management.

3. Scope

- 3.1 This policy applies to AHANA’s AHANA Representatives.



4. Definitions

4.1 In this Policy the following definitions apply:

- (a) **AHANA** means the Allied Health Assistants' National Association Ltd (ABN 83 658 609 173).
- (b) **AHANA Representative** means a member of the AHANA Board or an AHANA Committee, or an employee or contractor of AHANA.
- (c) **Board** means the board of directors of AHANA.
- (d) **Committee** means a committee established by the Board, whether or not it includes non-Board members.
- (e) A **Conflict of Interest** occurs when an AHANA Representative's personal interests or duties external to AHANA actually conflict with, or could appear or be perceived to be in conflict with, their duties to AHANA. A Conflict of Interest may be financial or non-financial in nature. A Conflict of Interest may arise from the direct interests of the person (such as their personal financial and/or investment interests), or indirectly from relationships, affiliations or duties with/to their family members or friends, or other organisations.

Examples of Conflicts of Interest include:

- Financial: Owning shares in a supplier or competitor.
- Non-Financial: Having a family member employed by an organisation with which AHANA is contracting, or sitting on the Board of another organisation with interests that may intersect or conflict with AHANA's.
- Personal: Personal relationships with applicants for membership, or potential employees or potential contractors.

- (f) **Register** means the register of Conflicts of Interest required to be maintained by the Company Secretary in accordance with this policy.

5. Board Responsibilities

5.1 The Board is responsible for:

- (a) establishing a system for identifying, declaring and managing Conflicts of Interest across AHANA, as outlined in this policy; and
- (b) monitoring compliance with this policy.

6. Company Secretary Responsibilities

6.1 The Company Secretary will maintain the Register, with details of Conflicts of Interest declared or reported in accordance with this policy.

7. AHANA Representative Responsibilities

7.1 AHANA Representatives are required to:

- (a) identify and declare any Conflicts of Interest that arise in their duties as outlined in Clause 8;
- (b) avoid Conflicts of Interest where possible;

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- (c) comply with the agreed steps for managing the Conflict of Interest, for any Conflict of Interest involving the AHANA Representative or for which the AHANA Representative has a management responsibility; and
- (d) report concerns they may have about potential Conflicts of Interest of other AHANA Representatives, as outlined in Clause 7.4.

8. Declaring Conflicts of Interest

8.1 Subject to Clause 8.2, AHANA Representatives are to report the nature and extent of Conflicts of Interest:

- (a) as they arise; or
- (b) should the AHANA Representative later become aware of the Conflict of Interest at the time they become aware of it,

using the reporting process in the following table:

Realm	Time and Method of Declaration	Record-Keeping
Board or Committee duties in meeting	If the AHANA Representative becomes aware of the Conflict of Interest from the agenda - Verbally at the commencement of the relevant meeting; and Otherwise - as soon as the discussion touches on the subject matter giving Conflict of Interest.	The Conflict of Interest must be clearly noted in the minutes by the minute-taker, along with any action taken at the meeting to manage the Conflict of Interest. Upon receipt of the minutes the Company Secretary will enter the Conflict of Interest into the Register.
Other Board/Committee duties	By email to the Chair of the relevant Board/Committee, copying Company Secretary. The declaring Board/Committee member can choose to copy all members of the Board/Committee into this correspondence.	The Company Secretary will enter the Conflict of Interest in the Register. At the meeting following the declaration the declaration will be tabled for discussion and recording in the minutes.
Company Secretary duties	By email to the Chair of the Board	The Company Secretary will enter the Conflict of Interest in the Register. The Company Secretary will liaise with the Chair as to whether the declared conflict needs to be reported to the Board or a particular Committee for discussion of a management plan or for noting.
Employee duties	By email to the Employee's manager, copying the Company Secretary	
Contractor duties	By email to the contact noted on the engagement contract/agreement as the contact for AHANA notices, copying the Company Secretary	



- 8.2 AHANA Board/Committee members may give other members of a Board/Committee standing notice of a Conflict of Interest in respect of their duties on that Board/Committee, subject to the following:
- (a) Notice must include details of the nature and extent of the Conflict of Interest;
 - (b) Notice may be given verbally at a meeting or in writing to each member of the Board Committee, and if provided in writing to each Board/Committee member the Conflict of Interest must be tabled at the next meeting;
 - (c) At the meeting at which the Conflict of Interest is declared or tabled, the nature and extent of the Conflict of Interest must be recorded in the minutes and when reviewing the minutes the Company Secretary will record these details in the Register; and
 - (d) The standing declaration ceases to have effect if a person is appointed to the Board/Committee as an AHANA Representative after the notice was given.

9. Management of Declared Conflicts of Interest

9.1 Once a Conflict of Interest has been declared, the relevant decision-maker (which, in the case of a disclosure to a Board/Committee will be the Board/Committee by majority vote, excluding any conflicted Board/Committee members), must decide whether or not those conflicted AHANA Representatives should be allowed to (as the case may be), in respect of matters which are impacted by the Conflict of Interest:

- (a) Vote;
- (b) Participate in any debate or discussion; or
- (c) Be present at meetings during discussion or voting;
- (d) Process or participate in the process which has given rise to the Conflict of Interest; or should have their interaction with such matters limited in any other way.

9.2 For significant and ongoing Conflicts of Interest where appropriate management of the Conflict of Interest has the capacity to materially impact on the AHANA Representative's ability to fully and properly perform their duties to AHANA, it may be appropriate for the conflicted AHANA Representative to resign from their position.

9.3 In deciding what approach to take under Clauses 9.1 or 9.2, the relevant decision maker will consider:

- (a) whether the Conflict of Interest needs to be avoided or simply documented;
- (b) the significance of the Conflict of Interest, in terms of whether it is realistically likely to impair the disclosing person's capacity to impartially participate in decision-making;
- (c) alternative options to avoid the conflict;
- (d) AHANA's objectives, strategy and resources; and
- (e) the possibility of different Conflict of Interest management options for creating the appearance of improper conduct that might impair confidence in, or the reputation of, AHANA should the proceedings become known.

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10. Reporting Concerns

- 10.1 If an AHANA Representative becomes aware of circumstances which lead them to form the reasonable belief that another AHANA Representative has failed to disclose a Conflict of Interest, they should:
- (a) In the first instance and should they feel safe to do so, discuss with the AHANA Representative they believe is conflicted; and
 - (b) If they are not satisfied with the outcome of that discussion (e.g. that the Conflict of Interest has been declared, or the conflicted AHANA Representative does not subsequently declare the Conflict of Interest promptly) make a report to the Chair of the Board, copying the Company Secretary, outlining their concerns.
- 10.2 Reports made under Clause 10.1 relating to Board or Committee members will be managed as potential breaches of the Board and Committee Code of Conduct.

11. The Register

- 11.1 The Company Secretary will maintain a secure, digital Register with details relating to each Conflict of Interest declared or reported in accordance with this policy, including the nature and extent of the Conflict of Interest and steps taken to address or manage it.
- 11.2 The Register will only be viewable by Board and Committee members, and the secretariat.
- 11.3 The Register will be linked to each Board meeting agenda, for discussion.
- 11.4 Committee Chairs should consider linking the Register to the agenda of each Committee meeting.

12. Review

- 12.1 The policy is reviewed no less than every three years by the AHANA Board.

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