

## Conflict of Interest Policy

<b>Policy Owner</b>	Director Human Resources
<b>Effective Date</b>	30 April 2020
<b>Last Revised</b>	22 November 2023
<b>Replaces</b>	NA
<b>Approved By</b>	Mark Welton, Chief Financial Officer

### Purpose

Disaster Relief Australia (DRA) is committed to operating in a professional manner whilst enabling open and fair procurement of goods and services. Proper management of conflicts of interest is required to maintain our charitable fundraising licenses and to comply with the Corporations law and funding body requirements. More importantly, DRA is committed to living out the values of accountability and justice in all that we do to ensure we always have beneficiary communities as our primary concern.

### Scope

The following must comply with this Policy in the course of their work and when representing DRA:

- DRA Members and board members (and will be referred to generally in this policy as DRA Members)
- all spontaneous and corporate volunteers coordinated by DRA
- any contractors, members of partnered organisations accompanying DRA

### Policy

All DRA Members are required to act in good faith towards DRA. DRA Members need to be aware of the potential for a conflict of interest to arise whenever the personal, professional or business interests of an employee or volunteer are potentially at odds with the best interests of DRA.

As individuals, DRA Members may have private interests that from time to time conflict, or appear to conflict, with their employment or engagement with DRA. DRA Members should aim to avoid being put in a situation where there may be a conflict between the interests of DRA and their own personal or professional interests, or those of relatives or friends.

DRA Members must not set up or engage in private business or undertake other employment in direct or indirect competition with DRA using knowledge and/or materials gained during the course of

engagement with DRA without written authorisation from the CEO. It is impossible to define all potential areas of conflict of interest. If a DRA Member is in doubt if a conflict exists, they should raise the matter with their manager

## Gifts/Gratuities

When representing DRA, our staff should be mindful of courtesy especially around hospitality and gifts. DRA Members may accept gifts and gratuities to honour a hosting partner. Gifts over the value of AUS\$50 must be declared to the Human Resources Manager. Gifts intended to reward, bring about future action or influence decision making should be politely declined.

## Examples of Conflicts of Interest

Examples of situations where a DRA Members (particularly those responsible for financial decisions) may have an actual or perceived conflict of interest include:

- where a DRA Member is asked to participate on the interview panel for employment of a person whom they are closely connected with
- where a person proposes to source goods or services for DRA from a company that they have a financial interest in (either directly or indirectly)
- where a DRA Member or their spouse or immediate family member have connections with one or more organisations like DRA and:
  - may be called upon to promote directly or indirectly, the interests of another organisation
  - receive financial/personal benefits because of this relationship/affiliation
  - the relationship/affiliation may prevent the DRA Member from acting fairly and objectively when they performed their duties for DRA
- where a DRA Member or their spouse or immediate family member has a close connection with a partner organisation receiving, or a prospective partner seeking support from DRA
- where a DRA Member directly supervises their spouse or other immediate family member

## Procedures

DRA Members must disclose any actual, perceived or potential conflict of interest to the Nation Human Resource Manager at the earliest opportunity who will determine, in coordination with the Chief Executive Officer, as to whether a conflict of interest requires the individual to withdraw from participation in an activity or decision.

For all DRA Members identified to have failed to have declared a potential, actual or perceived conflict of interest or to take remedial action agreed with DRA, in a timely manner, may result in performance improvement proceedings including termination. If a person has concerns about another person's

perceived conflict of interest, they are encouraged to speak with that person directly to ascertain how it is being handled.

## Related Policies

- DRA Values, General Behaviour Standards and Code of Conduct
- DRA Whistleblower Policy

## Version History

This procedure is to be reviewed every 2 years, unless required earlier due to a significant incident, changes in national guidelines, legislation or by third party request.

Version	Date	Author	Summary of changes
1	30 April 2020		Document Creation
2	19 July 2020		Document Revision
3	22 November 2023	A Hayward	Revision and General Updates