
BAYSIDE HOCKEY CLUB INCORPORATED
(**Bayside HC**)
Registration Number A0044571

CONFLICT OF INTEREST POLICY

Definitions

In this Policy:

Act means the *Associations Incorporation Reform Act 2012 (Vic)*.

Committee Member means a person appointed or elected to the Bayside HC committee and any sub-committee.

Conflict of interest means any situation in which an Officer Holder is influenced, or could be influenced, in a decision by personal, family, financial, business or other interests which override Bayside HC's best interests and policies. A Conflict of Interest may be real, potential or perceived.

Officer Holder has the meaning given in the Act, and includes Committee Members.

Application

This Policy applies to a Committee Member.

Policy

1. Introduction

It is important that decisions within Bayside HC are made in the best interests of Bayside HC and that this occurs without actual, or perceived, fear or favour.

This policy sets out the responsibilities and expected standards of behaviour of Office Holders with regard to Conflicts of Interest.

2. Bayside HC core values

This Policy supports Bayside HC's culture of openness, trust and integrity and complements, and reflects, Bayside HC's core values of integrity, respect, teamwork and community. These core values are an important part of the Bayside HC culture, and shape everything we do. Bayside HC expects all Office Holders to abide by these values.

3. General duties of Office Holders.

Under Division 3 of the Act, an Officer Holder must exercise his/her powers and discharge his/her duties with reasonable care and due diligence, and in good faith and in the best interests of Bayside HC and for a proper purpose, and must not make improper use of information or his/her position.

4. Segregation of powers

The position of Treasurer cannot be held by a person who is related to the President or the Vice President.

A segregation of duties and powers must be put in place if any other Office Holders are related persons to ensure that those related Office Holders cannot act in collusion in an unfettered manner.

5. Prohibited action

An Office Holder, or any other person acting on its behalf, must not:

- place him/herself in a position where they are under obligation to any person who might benefit from special consideration or favour on their part, or who might seek, in any way, preferential treatment;
- place him/herself in a position where they could be influenced in a decision by personal, family, financial, business or other interests;
- accord, in the performance of their duties and obligations, preferential treatment to relatives or friends, or to organisations in which they or their relatives or friends have an interest, financial or otherwise;
- use Bayside HC's property, equipment, supplies, or services of consequence, for activities not associated with the discharge of official duties without permission;
- without disclosure to Bayside HC, accept any gift that could reasonably be construed as being given in anticipation or recognition of special consideration by Bayside HC;
- directly or indirectly receive any profit from their position (but this does not prohibit reimbursement for reasonable expenses incurred in the performance of their duties as approved by the BHC Committee).

6. Disclosure

An Office Holder must disclose a Conflict of Interest to the BHC Committee. If a Committee Member is not certain whether he/she is in a Conflict of Interest, they must disclose the facts, and the BHC Committee will determine by majority vote if a Conflict of Interest exists.

If a Committee Member reasonably believes that another Committee Member is in a Conflict of Interest it can raise this in writing with the BHC Committee and must provide as much supporting evidence as possible to enable the BHC Committee to determine if a Conflict of Interest exists.

If a Conflict of Interest exists that:

- could affect the carrying out of the duties of the Committee Member; or
- is sufficient to appear to influence the objective exercise of the Committee Member's duties,

the Committee Member may be required by Bayside HC to withdraw from all situations where the Conflict of Interest exists.

7. Examples of Conflicts of interest

- when an Office Holder or his/her immediate family or business interests stand to gain financially from any business dealings, programs or services of Bayside HC;
- when an Office Holder offers a professional service to Bayside HC;



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- when an Office Holder stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage; or
 - when an Office Holder exercises its power to benefit a friend or family member without due process.
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Breach

Bayside HC may take disciplinary action against any Office Holder if it breaches this Policy or fails to disclose a Conflict of Interest.

Action may include:

- a requirement to withdraw from those Bayside HC activities that cause a Conflict of Interest;
 - removal from position (eg as coach);
 - a verbal warning;
 - suspension from training or games; or
 - suspension or termination of Bayside HC membership.
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Questions

If you have any questions, concerns, or issue relating to the content of this Policy contact the **Bayside HC Secretary** on secretary@baysidehockey.com.au.

Final v1 13.9.2020