

NAMBAS TENNIS CLUB INC CONFLICT OF INTEREST POLICY

DATE OF ADOPTION: 20 December 2010

TITLE OF POLICY:

CONFLICT OF INTEREST POLICY

PURPOSE:

It is important for Nambas Tennis Club Inc (NTC) Management Committee members to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of the organisation and that the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever. Conflicts occur because the many persons associated with NTC should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. In these situations a person will sometimes owe identical duties of loyalty to two or more organizations.

Conflicts are undesirable because they potentially or apparently place the interests of others ahead of the organisation's obligations to its purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties.

Therefore, because NTC Management Committee members may be involved with other organizations that may have business dealings or affiliations with the club, the following general principles have been established:

REFERENCES / RELATED DOCUMENTS:

Nambas Tennis Club Inc Constitution (2010)(a)
Nambas Tennis Club Inc Rules and Guidelines
Management Committee members Code of Conduct Policy NTC

WHO MUST COMPLY WITH THIS POLICY:

Nambas Tennis Club Inc Management Committee members
Nambas Tennis Club Inc Members

SCOPE OF POLICY:

Each member of the Nambas Tennis Club Inc Management Committee has a duty to disclose conflict of interest. In addition, Nambas Tennis Club Inc Management Committee members shall avoid acts of self-dealing which may adversely affect the club or cause there to arise any sanction or penalty by a governmental authority.

In the event any Nambas Tennis Club Inc Management Committee member or a member of his or her family has a personal or business interest in, or is involved in any way with, an organization with whom the club is considering a business contract, such interest or involvement shall be disclosed to the Management Committee.

The minutes of the meeting shall indicate that the interested Management Committee member disclosed the interest or involvement in the matter being considered by the Management Committee, recused herself/himself from the discussion, and abstained from voting on the matter.

POLICY:

The following guidelines direct all actions and decisions regarding potential and actual conflict of interest in activities sponsored or supported by the Nambas Tennis Club Inc.

It is the responsibility of each Management Committee member to immediately disclose in writing to the chair of the Management Committee the existence of any conflict of interest. At each meeting of the Management Committee, it is the

responsibility of the chairperson to ask members to identify any conflict of interest on matter being discussed during the meeting. It is the duty of the Management Committee to decide whether such individual may participate in any discussions or vote on the issue that has given rise to the conflict.

Management Committee members must withdraw from participation in any way in decisions in which they have a financial or material interest. The Management Committee regards benefits accruing to immediate family as if the member in question were to benefit.

When a Management Committee member is involved in evaluating a proposal on behalf of the Nambas Tennis Club Inc they must disclose if they or a related person:

- 1) (i) is the applicant, co-applicant, or co-signor; or
(ii) is a senior official from the same organization as an applicant;
then, unless otherwise directed in writing by Nambas Tennis Club Inc, such person shall disclose the fact of the conflict and not participate in any evaluation of the proposals.
- 2) (i) belongs to the same organization being discussed;
(ii) is an applicant's colleague;
(iii) is a competitor of an applicant or involved in an organization or business that is a competitor of the applicant; or
(iv) is directly involved in collaborative activities with the applicant;
then, unless otherwise directed in writing by Nambas Tennis Club Inc such person shall disclose the fact of the conflict.

EVALUATION AND REVIEW:

This policy will be reviewed by the Nambas Tennis Club Inc Management Committee and recommendations for any changes will be made and actioned.

BREACHES:

Should an Management Committee member be found to be in conflict or have an interest that has not be disclosed to the Management Committee as required above, the Management Committee may:

- a) require the Management Committee member to provide full disclosure of the nature of the conflict of interest;
- b) recommend the removal of said Management Committee member from the Management Committee at a General Meeting of the Club.

AGREEMENT:

I HAVE READ AND UNDERSTAND THE FOREGOING CONFLICT OF INTEREST POLICY, I AGREE TO ITS TERMS, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY.

MANAGEMENT COMMITTEE MEMBER'S NAME:

MANAGEMENT COMMITTEE MEMBER'S SIGNATURE:

DATE:

WITNESS: