

## CONFLICT OF INTEREST PROCEDURE AND REGISTER

<b>Policy number:</b>	<b>1.1.5.1</b>	<b>Approved by Management Committee:</b>	25 <sup>th</sup> August 2020
<b>Version:</b>	<b>2.0</b>	<b>Signed off by Executive:</b>	25 <sup>th</sup> August 2020
<b>Responsible person:</b>	<b>Coordinator</b>	<b>Scheduled Review Date:</b>	25 <sup>th</sup> August 2023

### Purpose

This procedure sets out how Capricorn Citizen Advocacy manages conflicts of interest that may occur from time to time; in accordance with its 1.1.5. Code of Conduct - Committee of Management and 6.0.0. Code of Conduct – Staff and Volunteers.

### Procedure

1. If a conflict of interest arises involving a member of the Management Committee, employee or volunteer, the matter is to be considered by the Management Committee in accordance with *1.1.5. Code of Conduct - Committee of Management*; point 4; *Maintenance of the Organisation's Integrity* and *6 0.0. Code of Conduct – Staff and Volunteers*; point 4; *Maintenance of the Organisation's Integrity*.
2. The Management Committee will include a standing item in its monthly meeting agenda; ***“Consideration of any Conflicts of Interest”***.
3. If a matter involving any conflict of interest is considered by a flying minute, it must be formally adopted at the next Management Committee meeting.
4. A register of all conflicts of interest will be kept as per the attached template.

### Related Documents

1. *1.1.5. Code of Conduct - Committee of Management*
2. *6.0.0. Code of Conduct – Staff and Volunteers*

### References

Not Applicable

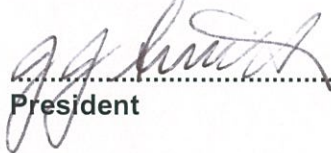
# Capricorn Citizen Advocacy


## Conflict of Interest Register

Date	Name of Person Declaring an Interest	Nature of the Interest	Date noted in MC minutes

### Ratification

This schedule was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on: 25 / 08 / 2020.

SIGNED: .....  
President  
25 / 8 / 2020  
(Date)

SIGNED: .....  
Secretary  
25 / 08 / 2020  
(Date)