

# CONFLICT OF INTEREST POLICY –

December 2019

## Actual, Perceived or Potential.

The AGMC Inc places great emphasis on addressing any actual, perceived or potential conflicts of interest for its financial dealings. All such conflicts of interest shall be **declared** by the member concerned and officially documented in the minutes of the appropriate committee meeting. They will be determined by the committee as to how to manage them.

- An **actual conflict of interest** involves a direct conflict between your role as a committee member and committee responsibilities and a competing interest or obligation, whether personal or involving a third-party.
- A **perceived conflict of interest** occurs where it could reasonably be perceived, or give the appearance, that a competing interest could improperly influence the performance of your official duties and AGMC Inc responsibilities.
- A **potential conflict of interest** arises where you have an interest or obligation, whether personal or involving a third-party, that could conflict with your official duties and AGMC Inc responsibilities in the future.

Further to the definitions above,

1. Any business or personal matter which is, or could be, a conflict of interest involving the individual and his/her role and relationship to the AGMC Inc, must be declared and registered in the minutes of the appropriate committee meeting.
2. Where a conflict of interest is identified, the committee member concerned shall not vote on that issue or be a part of the discussions between members. They can present their position but then must leave the room, so the committee can address the conflict and deal with it.
3. When the Office Bearers are aware of an actual, perceived or potential conflict of interest involving one or more committee members, the

Chairperson must take whatever steps are necessary to ensure that the conflict is managed in an appropriate manner according to this policy.

4. Individual committee members, aware of an actual, perceived or potential conflict of interest of another committee member, have a responsibility to bring this to the notice of the committee as soon as being made aware.

*Examples of conflicts of interest are:*

- When a committee member, or his/her immediate family or business interests, stands to gain financially from any business dealings, programmes or services provided to AGMC Inc, this involves requests for training, workshops, presentations and any work that has been offered to an individual based on their relationship with the AGMC Inc
- When a Committee member offers a professional service to AGMC, such as tendering for grant monies or any financial opportunity.
- When a Committee member stands to gain personally or professionally from any insider knowledge of the AGMC Inc, if that knowledge is used for personal or professional advantage.

*Note: Conflicts of interest must be addressed and managed otherwise they bring the AGMC Inc into disrepute and can undermine the integrity of AGMC. They can also harm goodwill and our position in the LGBTIQ and wide community view.*

This policy, as all others, is subject to yearly review and can be amended, updated and changed before being passed by voting by the management committee for that financial year.