



Conflict of Interest Policy (Board)

Australian International Islamic College (AIIC)

Conflict of Interest Policy (Board)

PURPOSE OF THE POLICY

The purpose of this policy is to clarify guidelines to protect against potential conflicts of interest by members of the School Board, to observe legislation regarding conflict of interest, and to engage in school business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

Scope

The policy covers the types of activities which may constitute a conflict of interest, how a conflict of interest might be determined and the responsibilities of board members with regard to declaring conflicts of interest

Responsibility

Chairman of Board

Point of Contact

Chairman of Board

DEFINITIONS/LEGISLATION

For the purposes of this policy, a conflict of interest is "Any situation where a Board Member may be in a (or may potentially be in) a position of being involved in a decision or action where they may not be perceived to be able to put the interests of the school first and foremost".

Corporations Act 2001– Directors are required by the Corporations Law to give notice of material personal interests in matters that relate to the affairs of their Company

Associations Incorporation Act 1981- requires that Directors must avoid actual or potential conflicts between their interests and those of the Association and not exploit business opportunities for themselves at the expense of the Association.

Education (Accreditation of Non-State Schools) Act 2001 – allows that in assessing the suitability of a governing body, the Accreditation Board may take into account:

- Whether the governing body has appropriate guiding principles and procedures for identifying, declaring and dealing with any conflict of interest.

POLICY

It is the policy of the Board of AIIC that all Directors avoid any conflict of interest or the appearance of conflict of interest.

For this reason, the Board has determined to:

1. contract for goods and services in a manner that will avoid any conflict of interest or the appearance of conflict of interest;
2. avoid conflict of interest in relation to employment of staff; and
3. require full disclosure from Board members in situations where they, their relatives, partners or friends, may benefit financially, or in any other material way, from a decision made by the Board.

In particular, Board members may not:

- apply the school's property either for their personal benefit or for the benefit of any other person without the authority of the full Board
- benefit financially, or in any other material way from the outcome of a decision made by the Board;



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- cause any relative, partner or friend, or any organisation in which they have equity or of which they are an employee or a board member, to benefit from their position on the Board
- make unauthorised use of confidential information belonging to the School
- intentionally gain an advantage (directly or indirectly) for any person or causes detrimental to the School.

Limitation on Related Employees

The School Board may not employ any staff member related by blood or marriage, to a School Board member except by a unanimous vote of the full School Board.

Conflicts Prior to Taking Office

A School Board member with personal financial interest in a sale, lease, or contract with the school, which was entered before the School Board member took office and presents an actual or potential conflict of interest, shall immediately notify the School Board of such interest. It shall thereafter be the responsibility of the School Board member to refrain from participating in any discussion or action relating to the sale, lease, or contract by the Board.

Conflicts While in Office

If at any time a board member believes that he or she may appear to be unable to maintain professional objectivity on any issue, because of a personal situation, employment, or other reasons, the member must notify the Chairman of the Board and must not vote on the matter or be present when the matter is being considered by the Board.

Determination as to Whether a Conflict of Interest Exists

The determination as to whether a conflict of interest exists is to be made by the School Board. Any School Board member who has an actual or potential conflict shall notify the Board Chair of such conflict immediately. The School Board member shall thereafter cooperate with the School Board as necessary for the School Board to make its determination.

POLICY RELEASE DETAILS

Date of Policy

January 2018

Approved by

Board

Review Date

Annually