



Sport Matters Conflict of Interest Policy

This policy will apply to all activities and operations of Sport Matters.

1. Purpose

The purpose of this policy is to assist Board Members & the CEO of Sport Matters to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of Sport Matters and manage risk.

This policy will provide a framework for:

- All Board Members, Employees and Volunteers associated with Sport Matters in declaring conflict of interests; and
- The Board and CEO when determining how to deal with situations of conflict of interest.

Conflicts of interest commonly arise, and do not need to present a problem to the organisation if they are openly and effectively managed. It is the policy of Sport Matters as well as a responsibility of the board, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to Sport Matters.

Definition:

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the organisation. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in. It also includes a conflict between a Board Member, Employee or Volunteers duty to Sport Matters and another duty that the member has (for example, to another organisation). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the charity and must be managed accordingly.

Sport Matters will manage conflicts of interest by requiring Board Members to:

- Avoid conflicts of interest where possible
- Identify and disclose any conflicts of interest
- Carefully manage any conflicts of interest; and
- Follow this policy and respond to any breaches.

2. Policy

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of Board Members, Employers or Volunteers to exercise objectivity.

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented.

3. Procedures

A person associated with Sport Matters (Board Member, Employee or Volunteer) who believes another member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Responsibility of the Board

The Board is responsible for:

- Establishing a system for identifying, disclosing and managing conflicts of interest across Sport Matters;
- Monitoring compliance with this policy, and
- Reviewing this policy on a regular basis, to ensure that the policy is operating effectively.

Sport Matters shall ensure that its Board Members are aware of the ACFID Code of Conduct Quality Assurance Framework.

Identification and Disclosure of Conflicts of Interest

Once an actual, potential or perceived conflict of interest is identified, it must be entered into Sport Matters *Register of Interests*, as well as being raised with the Board. Where all of the other Board members share a conflict, the Board should ensure that proper disclosure occurs.

The Register of Interests must be maintained by Sport Matters CEO, and record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

Confidentiality of Disclosures

Only the board and CEO shall access to the information disclosed on conflict of interest, unless the matter requires a management response at the program level.

Action Required for Management of Conflicts of Interest

Conflicts of Interest of Board Members:

Once the conflict of interest has been appropriately disclosed, the Board (excluding the Board Member disclosing and any other conflicted Board Member) must decide whether or not those conflicted Board Members should:

- Vote on the matter (this is a minimum),
- Participate in any debate, or
- Be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a Board Member from regularly participating in discussions, it may be worth the Board considering whether it is appropriate for the person conflicted to resign from the Board.

Considerations for Deciding Any Action:

In deciding what approach to take, the Board will consider:

- Whether the conflict needs to be avoided or simply documented
- Whether the conflict will realistically impair the disclosing person's capacity to impartiality in decision-making
- Alternative options to avoid the conflict
- Sport Matters objects and resources; and
- The possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of Sport Matters.

The approval of any action requires the agreement of at least a majority of the Board (excluding any conflicted Board Member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the Register of Interest.

Compliance with this policy

If the Board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances. If it is found that this person has failed to disclose a conflict of interest, the Board may take action against them.

This may include seeking to terminate their relationship with Sport Matters. If a person suspects that a board member has failed to disclose a conflict of interest, they must discuss with the person in question, notify the Board, and or the person responsible for maintaining the register of interests.

This policy will be implemented through Sport Matters compliance procedures, Board and staff management processes and across program management systems.

The Board and management of Sport Matters are fully committed to the principles of this policy. Any breach of strategic significance or any material risk associated with this policy will be reported to the Board in a timely manner.

POLICY REVIEW	
Date Policy reviewed and effective	29 November 2021
Date for Policy to be reviewed	29 November 2023
Date policy reviewed and approved	28 th March 2024