



Conflict of Interests Policy

The Committee places great importance on making clear any existing or potential conflicts of interest for committee members.

Conflicts of interest may occur:

1. 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 ACRE.
2. When a committee member offers a professional service to ACRE.
3. When a committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage.
4. When a committee member has family or whānau who might benefit, or be seen to benefit, from decisions made by the Committee.

Accordingly:

1. Any business or personal matter which could lead to a conflict of interest of a material nature involving a committee member and his/her role and relationship with ACRE must be declared and registered in the Register of Interest.
2. All such entries in the Register shall be presented to the Committee and minuted at the first Committee meeting following entry in the records.
3. All conflicts of interest must be declared by the committee member concerned at the earliest time after the conflict is identified. Normally there will be the opportunity at the commencement of each Committee meeting for conflicts of interest to be declared.
4. The Committee shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
5. Where a conflict of interest is identified and/or registered, and the Committee has declared that it is of material benefit to the individual or material significance to the organisation, the committee member concerned shall not vote on any resolution relating to that conflict or issue.
6. The committee member shall only remain in the room during any related discussion with Committee approval.
7. The Committee will determine what records and other documentation relating to the matter will be available to the committee member.
8. All such occurrences will be minuted.
9. If individual committee members are aware of a real or potential undeclared conflict of interest of another committee member, they have a responsibility to bring this to the notice of the Committee.
10. Any committee member who has an ongoing, significant material conflict of interest must consider resigning from the Committee.