

## Policy

The EV GP Training Board will ensure that all actual, potential and perceived conflicts of interest are declared by Directors and documented appropriately. This will ensure that the deliberations and decisions of the EV GP Training Board are made in the best interests of the organisation and to protect its interests when contemplating entering into a transaction, contract or arrangement that might benefit the private concern of a Director:

1. The Board is committed to high standards of ethical conduct and accordingly places importance on making clear any actual, potential or perceived conflicts of interest.
2. The reputation of EV GP Training is to be protected by maintaining ethical standards of good judgement, fairness and integrity in all its dealings.
3. Directors have a responsibility to put their duty to EV GP Training above their private interests and those of any other organisation or group they represent when carrying out their role as a Board Director.
4. Confidentiality regarding conflicts of interest and/or sensitive information is to be maintained at all times.
5. No Board Director will accept payment, gifts or gratuities from a third party in relation to the provision of goods and services to or from EV GP Training.
6. Board Directors will not make use of information gained through their governance role to obtain a personal gain.

## Procedure

1. Upon appointment to the Board, Directors are required to sign a *Consent to Act as a Director and Confidentiality Statement* ensuring that matters discussed at the Board and/or Committees, or information acquired by virtue of the Board position during and following the term, remains confidential.
2. Board Directors are required to complete a *Declaration of Personal Interest and Probity form* at the start of each year. This information forms part of the *Board Conflict of Interest Register*. Directors may also update their interests during the year if their circumstances change.
3. Directors will declare any conflicts of interest either at the start of the Board meeting concerned or when a relevant issue arises, it will be a standing agenda item.
4. The nature of this conflict of interest should be entered into the meeting minutes.
5. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Board Director concerned will leave the room as soon as that item comes up for discussion. The concerned Board Director will not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board Directors before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other Directors present.
6. At all times, including when a Director declares an existing or potential conflict of interest, the duty of confidentiality will be respected.
7. A Board Director who believes another Board Director has an undeclared conflict of interest should specify in writing the basis of this potential conflict and provide to the Company Secretary.
8. If the Chair has reasonable cause to believe that a Director has failed to disclose an actual or possible conflict of interest, he/she will inform the individual of the basis for such belief and afford the Director an opportunity to explain the alleged failure to disclose. If, after hearing the response of the Director and making such further investigation as may be warranted in the circumstances, the Chair determines that the Director has in fact failed to disclose an actual or possible conflict of interest, he/she will recommend to the Board appropriate disciplinary and corrective action. The violation of this policy is a serious matter and may constitute cause for removal or termination of a Director, or the termination of any contractual relationship EV GP Training may have with an interested person or other party.
9. If a person alleges that another Director has a conflict of interest, whether existing, potential or perceived, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter will be referred for external mediation.
10. In the event of an unresolved conflict the grievances procedures will be followed.
11. Directors unsure if they might have a conflict of interest to declare should seek a decision from the Chair in the first instance. The Chair may refer the matter to the full Board for advice. Where the Chair has a conflict of interest, the matter should be taken to the full Board for a decision.

## Definitions

*Conflict of interest:* A conflict of interest could be (but is not limited to) when a Board Director:

1. Or their immediate family or business interests stand to gain financially, professionally or personally from any business dealings or inside knowledge of the organisation;
2. Offers a professional service to the organisation;
3. Or an ex officio member of the Board has a role on the governing body of another organisation, where the activities of that organisation may be in direct conflict or competition with EVGPT.

## Additional Information

Nil

## Relevant Legislation

Nil

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