

TRIATHLON WESTERN AUSTRALIA
CONFLICT OF INTEREST POLICY



Policy Name:	Conflict of Interest Policy
Policy Area:	Board Charter
Date Approved:	November 2009
Policy Replaced:	New Policy
Last Review Date:	n/a

1. Purpose

The purpose of this Policy is to provide a framework for the disclosure and management of actual, potential or perceived conflicts of interest.

2. Scope

- 2.1 This Policy elaborates on the requirements set out in the Board Code of Conduct, which states that Board members must avoid being placed in the actual, apparent or potential situation of making a decision in relation to TWA business that might be affected by a personal interest.
- 2.2 For the purposes of this Policy, a conflict of interest is a situation in which a person has a material or other personal interest which could or could be perceived to improperly influence the performance of their duties.
- 2.3 This Policy applies to all members of the TWA Board and Committees, including external appointees on Board Committees.

3. Policy

- 3.1 The Board is committed to high standards of ethical conduct and accordingly places great importance on transparent disclosure, management and monitoring of existing and potential conflicts of interest.
- 3.2 Board members have a duty to disclose, and take reasonable steps to avoid, any conflict of interest (actual or apparent).
- 3.3 Board members will immediately disclose in writing to the President the existence of any actual or potential conflict of interest.
- 3.4 Disclosure of relevant conflicts of interest will be a standing item on the Board meeting agenda.
- 3.5 The Board will ensure Procedures are in place which outlines the agreed practices for the disclosure, recording and management of conflicts of interest (refer to Annexure 1).
- 3.6 Minutes of meetings shall record details of conflict of interest disclosures relating to particular agenda items, as well as details of conflict of interest disclosures made outside of meeting times.
- 3.7 A Board member who believes another Board member has an undeclared conflict of interest should specify in writing to the President the basis of this potential conflict.

4. Implementation

This Policy is effective from 1ST December 2009.

It should be read in conjunction with Annexure 1 – Conflict of Interest Procedures and the TWA Board Code of Conduct.