

CONFLICT OF INTEREST POLICY



YellowBridge QLD recognises that the potential for conflict of interest exists in all aspects of the Company's operations including service provision, employment, and administration.

YellowBridge QLD also recognises that service recipients and the community has a right to expect that the Company will perform its duties in a fair and unbiased way, and that the decisions it makes are not affected by self-interest, private affiliations or likelihood of personal gain or loss.

YellowBridge QLD will ensure 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 YellowBridge QLD.

YellowBridge QLD will manage conflicts of interest by:

- Ensuring that all board members, staff and volunteers are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest
- Assisting all board members, staff and volunteers to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of YellowBridge QLD and manage risk
- Establishing, maintaining and monitoring a system for identifying, disclosing and managing conflicts of interest

Note:

Definition of Conflict of Interest: A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the charity. 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 (for example, as a shareholder). It also includes a conflict between a person's duty to YellowBridge QLD and another duty that a person has. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

Related Policies

- Code of Conduct
- Confidentiality and Privacy Policy
- Risk Management Policy
- Governance Policy

Related Procedures

- Conflict of Interest Declaration and Management

Related Documents

- Conflict of Interest Declaration
- Certificate of Approval – AS/NZS ISO 9001-2008: Quality Management Requirements

Quality Framework References

- Standards 1 & 6 – Human Services Quality Framework
- Standard 1 – Community Care Common Standards
- Standards 4, 5 & 6 – National Regulatory Code Community Housing
- [ACNC Governance Standard 5: Duties of Responsible Persons](#)

ISO 9001:2008 Quality Management Standards References

- 4.1 – General Requirements
- 4.2 – Documentation Requirements
- 5 – Management Responsibility
- 5.4 – Planning
- 5.6 – Management Review
- 8 – Measurement, Analysis and Improvement

Policy Approval Authority

- YellowBridge QLD Ltd Board

Policy Custodian

- Chief Executive Officer