

OH POLICY ON CONFLICT OF INTEREST

1. PURPOSE

The policy serves to:-

- 1.1. Help board members, officers and employees of OH identify situations that present potential conflicts of interest.
- 1.2. Provide OH with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in its operations.

2. APPLICABILITY

The policy is applicable to:-

- 2.1. All persons in a position of trust, including board members, officers, members of a committee with board delegated powers, employees and volunteers of OH.
- 2.2. All contracts, transactions or situations involving conflicts of interest, including areas in investment of funds, grant allocation, signing of cheques, and purchases of products and services.

3. CONFLICT OF INTEREST DEFINED

- 3.1 Conflict of Interest (COI) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.
- 3.2 COI situations include but are not limited to the following:
 1. Direct financial gain to the board member, such as:
 - Payment to a board member for services provided to OH
 - The award of a contract to another organisation in which a board member has an interest.
 - Indirect financial gain, such as employment by OH of an immediate family member of a board member;
 2. Conflict of loyalties, such as board members, or their immediate family members, serving as board members of applicant organisations;
 3. Gifts, entertainment or other favours accepted by a board member, given by individual or entity.

4. POLICY & PRACTICES

4.1 Duty To Disclose

- 4.1.1 Upon assuming office, a board member shall make full disclosure in writing (refer to Annex A) to the Board to:
- 4.1.2 Declare personal or vested interests in business transactions, contracts and joint ventures that OH may enter into as soon as possible, and abstain from discussion, decision-making and voting on the transaction or contract.
- 4.1.3 Declare personal interest as the Charity's vendors, suppliers, service users, beneficiaries or members of Board and/or staff.

- 4.1.4 Declare any relationships with potential staff recruits, and refrain from influencing decisions on the recruitment process.
- 4.1.5 Declare any gift or benefit received if it is considered of significant value and relates to OH.
- 4.1.6 Prior to entering into a contract or transaction involving a COI, a board or committee member having a COI and who is in attendance at the meeting shall disclose all facts material to the COI. Such disclosure shall be reflected in the minutes of the meeting.
- 4.1.7 In the event it is not entirely clear that a COI exists, the individual with the potential conflict shall disclose the circumstances to the Chairperson, who shall determine whether full board discussion is warranted or whether there exists a COI that is subject to this policy.

4.2 Procedures For Managing The Conflict Of Interest

- 4.2.1 A person who has a COI shall not participate in the Board's or Committee's discussion of the matter except to disclose material facts and to respond to questions, unless otherwise allowed by the Board or Committee that has been made fully aware of such COI.
- 4.2.2 A person who has a COI with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- 4.2.3 The person having a COI may not vote and/or approve on the Contract or Transaction. Such person's ineligibility to vote and/or give approval shall be reflected in the minutes of the meeting or related official documents where it applies. This includes COI in areas of making investment decisions and approving grant making recommendations.

5. CIRCULATION OF POLICY

- 5.1 A copy of this policy shall be given to all board members, officers, committee members, or employees upon commencement of such person's relationship with OH or at the official adoption of policy. Each person shall sign a COI Disclosure Form & Statement (refer to Annex A) to acknowledge that s/he:
 - has received a copy of the COI policy,
 - has read and understood the policy, and
 - has agreed to comply with the policy
 - declare conflict of interest (if any)
- 5.2 Such person shall also renew hers/his COI Disclosure Form & Statement at the beginning of OH financial year.

6. REVIEW OF POLICY

- 6.1 This policy shall be reviewed by the Board should reasonable changes need to be made the policy due to circumstances.

ANNEX A

OH Conflict of Interest Disclosure Form & Statement

With regard to my service at OH Open House Limited, I have the following potential conflict of interest to report:

- I am affiliated to another charity or organisation in a similar field
- Affiliated to any members of Board and/or staff of OH Open House Limited.
- Affiliated to any vendor, supplier, service users, beneficiaries or members of Board and/or staff having a direct or indirect interest in any business transaction(s), agreement, investment with OH Open House Limited.
- Having any business dealings or transaction with a vendor, supplier service users, beneficiaries or members of Board and/or staff which could result in benefit to me.
- I or person(s) have affiliation with and/or have interest in purchasing services from OH Open House Limited.
- Affiliated person(s) is involved, is a party to or have an interest in any pending legal proceedings involving OH Open House Limited.
- Others: _____

Please elaborate on the potential conflict arising from the above situation with regard to the transaction concerned (e.g. nature of service/transaction, if affiliated person involved, the identity of the affiliated person and your relationship with that person):

I hereby confirm that I have received, read and understood the conflict of interest policy of this organisation and that I will make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest. I hereby confirm that the disclosure made above are complete and correct to the best of my information and belief. I will make full disclosure to the Board when a conflict of interest situation arises. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with the conflict of interest policy, I will notify the Board immediately.

Signature

Name & Designation

Date

¹ Affiliated refers to the following: spouse, domestic partner, child, mother, father, brother, sister or close associates; any corporation business or non-profit organisation of which you serve as staff, officer, board member, partner, participate in management or are employed by; any trust or other estate in which you have a substantial interest or as to which you serve as a trustee or in a similar capacity.