



CONFLICT OF INTEREST POLICY

Version	1
Approved by Board on	18/11/2021
Schedule Review Date	November 2026

PURPOSE

The purpose of this policy is to help board members of the Cambodian Kids Foundation Inc. (CKF) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the CKF and manage risk.

OBJECTIVE

The Cambodian Kids Foundation Committee of Management (called the 'board' in this policy) aims to ensure that board members are aware of their obligation to disclose any conflicts of interest that they may have, and comply with this policy to ensure they effectively manage those conflicts of interest as representative of CKF.

SCOPE

This policy applies to the board members of CKF.

DEFINITIONS

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 interest, 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).



CAMBODIAN KIDS FOUNDATION

It also includes a conflict between a board member's duty to CKF and another duty that the board member has (for example, to another charity). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the charity. Therefore, these situations must be managed accordingly.

POLICY

This policy has been developed to address conflicts of interest affecting the Cambodian Kids Foundation Inc. (CKF).

Conflict of interest are common, and they do not need to present a problem to the charity as long as they are openly and effectively managed.

It is the policy of CKF, as well as a responsibility of the board, 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 CKF.

CKF will manage conflicts of interest by requiring board members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

Responsibility of the board

The board is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the charity
- monitoring compliance with this policy; and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The charity must ensure that its board members are aware of the ACNC governance standards, particularly Governance Standard 5, and that they disclose any actual or perceived material conflicts of interests as required by Governance Standard 5.



CAMBODIAN KIDS FOUNDATION

Identification and disclosure of conflicts of interest

Once an actual, potential or perceived conflict of interest is identified, it must be entered into CKF's register of interests, as well as being raised with the board.

Where every other board member shares a conflict, the board should refer to ACNC Governance Standard 5 to ensure that proper disclosure occurs.

The register of interests must be maintained by the Secretary of the Committee of Management. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

Confidentiality of disclosures

The register of interests will only be available for viewing by the members of the Committee of Management.

Action required for management of conflicts of interest

Conflicts of interest of board members

Once the conflict of interest has been appropriately disclosed, the board (excluding the board member who has made the disclosure, as well as any other conflicted board member) must decide whether or not those conflicted board members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a board member from regularly participating in discussions, it may be worth it to the board if it is appropriate for the person conflicted to resign from the board.

What should be considered when deciding what action to take

- In deciding what approach to take, the board will consider whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict



CAMBODIAN KIDS FOUNDATION

- the charity's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the charity.

The approval of any action requires the agreement of at least the majority of the board (excluding any conflicted board member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

Compliance with this policy

If the board has a reason to believe that the person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the board may take action against them. This may include seeking to terminate their relationship with the charity.

This may result in taking legal action depending on the severity of the conflict of interest.

If a person suspects that a board member has failed to disclose a conflict of interest, they must notify the board, or discuss this with the president of the board, so they may investigate further.

Contacts

For any questions about this policy, contact the board or The Secretary by emailing info@cambodiankidsfoundation.org.