

CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United

Conflict of Interest Policy

Purpose

The Executive Council of the CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United (**Association**) recognises the need to manage any interest that could potentially conflict with the interests of the Association.

The purpose of this policy is to effectively manage situations of conflict, or potential conflict, between the interests of any member of the Executive Council or employee and the interests of the Association.

In order to ensure that such conflict situations are properly identified and managed, all members of the Executive Council and employees are required to disclose any 'conflict of interest', or potential 'conflict of interest', in the circumstances and in accordance with the procedures set out in this document.

The principle objective of this policy is to ensure that the deliberations and decisions of the Executive Council are made in the interests of the Association and its members as a whole.

Scope

This policy applies to all members of the Executive Council, consultants, contractors and employees of the Association.

Definition of conflict of interest

A conflict of interest occurs when a person's personal interests conflict or may conflict with their responsibility to act in the best interests of the Association. A conflict of interest may be actual, potential, or perceived and may be financial or non-financial.

Procedures

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

Register

A register of conflicts of interest will be maintained by the Secretary of the Association. The register will record the particulars of the conflict and the agreed actions of the Executive Council to disclosure, avoid or manage the conflict.

Executive Council of the Association

On an annual basis the members of the Executive Council are required to sign off a statement of conflict of interest disclosure in the form attached to this policy.

When a conflict of interest is apparent at a meeting of the Executive Council, as an agenda item or other, the person is to inform the Executive Council immediately of the conflict and to step aside from making any contribution to the decision-making process including removing themselves from the voting.

The conflict of interest is to be recorded in the minutes of the meeting and action that was taken at the time to remove the conflict of interest

The members of the Executive Council are expected to maintain independence, objectivity, ethical behaviour, demonstrate personal integrity, fairness, trust and confidence in their dealings in relation to family and relatives, their business transactions and relationships, the community and to uphold the reputation and standards of probity required to lead the Association.

Disclosure of a Conflict of Interest Form

The following form is to be completed by any member of the Executive Council, employee, consultant or contractor of the Association who identifies as having an actual or perceived conflict of interest or a potential conflict of interest in undertaking their responsibilities and obligations for the Association.

A copy of the completed and signed form is to be stored on the employee's personnel file or in the case of a member of the Executive Council on the register for Conflict of Interests held by the secretary of the Association.

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DISCLOSURE DETAILS

I, *(Insert full name)*

of *(*workplace address)*

declare a:

(Tick all applicable boxes)

REAL **POTENTIAL** **PERCEIVED**

CONFLICT OF INTEREST **CONFLICT OF COMMITMENT**

Set out a brief outline of the nature of the conflict details.

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.....
.....
.....
.....

Please detail the arrangements proposed to resolve/manage/ the conflict. A separate summary of a management plan may need to be attached to this form in necessary.

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.....

I, *(insert full name)*.....agree to:

- update this disclosure during my involvement with the Association on an annual basis or until such time as the conflict ceases to exist.
- co-operate in the formulation of a “conflict of interest management plan” as necessary.
- comply with any conditions or restrictions required by the Association to manage, mitigate or eliminate any actual, potential or perceived conflict of interest and/or commitment.

Signed:

Date:

Members of the Executive Council

I, *(insert full name)*
(insert position)

have reviewed the disclosure (and management plan where applicable) and:
*(*delete as appropriate)*

- believe that a plan to manage the conflict of interest is not necessary and that no further action is required on this matter.
- believe that the plan outlined in the disclosure will mitigate or remove the conflict of interest but will continue to monitor the situation.
- cannot adequately resolve the conflict of interest in relation to the member of the Executive Council, employee/contractor and have asked that the individual discontinue to have any involvement in work or decision-making activities related to the identified conflict of interest.

Secretary /

Date:

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Annual Statement by members of the Executive Council

The undersigned member of the Executive Council acknowledges receipt of a copy of the Association’s Conflict of Interest Policy and the Disclosure of a Conflict of Interest form.

I acknowledge my obligation to:

- a duty to act in the best interests of the Association
- to act honestly and in accordance with the rules of the Association
- to act in good faith for the best interests of the Association over my own personal interests
- to exercise powers for the purpose for which they were conferred under the rules of the Association
- to observe a duty of care and diligence in discharging my obligations in accordance with all relevant legislation.

By signing the declaration below I acknowledge my agreement with the spirit and intent of policy and disclosure of conflict of interest form. I agree to report to the Secretary of the Association any possible conflicts that may exist now or develop during my term as a member of the Executive Council of the Association.

I _____ am not aware of any conflict of interest.

I _____ have a conflict of interest or potential conflict of interest in the following area (s)

.....
.....

Signed:

Date: