



CONFLICTS OF INTEREST OF COMMITTEE MEMBERS POLICY DOCUMENT

THE PURPOSES OF THIS POLICY

1. The purposes of this policy are to protect the integrity of the WFLA's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of all Management Committee members to ensure that we act in a way that does not undermine public confidence in the WFLA or bring it into disrepute.

THE AIMS AND MANAGEMENT COMMITTEE MEMBERS' DUTIES AND RESPONSIBILITY

1. Is to set out the expectations regarding a real or a potential conflict of interest and the process for dealing with a conflict raised in relation to all Management Committee Members. These include:

- a) All Management Committee members have a duty to ensure that they are not placed in a position where their personal interests conflict with their duty to act in the interests of the WFLA;
- b) All WFLA Management Committee members will strive to avoid any conflict of interest between the interests of the WFLA on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

EXAMPLES OF CONFLICTS OF INTEREST

These may include:

1. A Management Committee member who is related to another committee member and there is decision to be taken on that other committee member.
2. When a Management Committee member is in a position to influence a decision within the WFLA, has the potential to exploit that position to benefit personally, for a friend, family member or another connection, at the expense of the WFLA's best interests.
3. A Management Committee member who is also on the committee of another organisation that is competing for the same funding or sponsorship.

4. A Management Committee member who has shares in a business that may be awarded a contract to do work or provide services for the WFLA.

5. In the course of meetings or activities including funding or sponsorships, when a fair-minded and informed observer, which includes another Management Committee member, could conclude that there is a real possibility that a WFLA decision maker is or could be biased because of a particular interest then there is a conflict of interest.

RESOLUTION OF CONFLICTS OF INTEREST

1. Upon appointment, a Management Committee member are to disclose if they have any interests, such as relationships, monetary transactions or possible decisions that could potentially result in a conflict in the best interests of the WFLA and other Management Committee members or with other organisations that other Management Committee members are involved with. This disclosure will be kept on file and will be updated as appropriate.

2. After disclosure, other Management Committee members deem the Management Committee members and if there is a conflict of interest, the said member deemed to have a conflict of interest will have no vote including any casting vote and will therefore not be able to take part in the decision process depending on the judgement of the other committee members present at the time. The said member may be requested to remove themselves from the meeting.

3. Any such disclosure and the subsequent actions taken will be noted in the meeting minutes.

This policy is meant to supplement good judgment and Management Committee members should respect its spirit as well as its wording.