



## **Conflict of Interest Policy**

*This document must be signed before attending any meetings of the Allied Veterinary Professional Regulatory Council, or its committees.*

### **Background**

The Allied Veterinary Professional Regulatory Council (AVPRC) and its associated Councils and Committees is a voluntary regulatory body tasked with protecting animal welfare and the public interest by ensuring veterinary nurses, technicians, and allied animal healthcare practitioners are competent and fit to practice.

Anyone appointed or elected to the AVPRC Council or subsidiary committees, or attending meetings of said bodies, when privileged information may be discussed, must declare all conflicts of interest that could potentially affect their ability to be, or to be perceived as being, neutral or impartial.

### **Definition**

For the purpose of this Agreement, the term *conflict of interest* means any situation in which a member's personal interest or loyalties could affect their ability to make a decision in the best interest of animal welfare and the public, and the organisation.

It is recognised that conflicts of interest occur in non-profit organisations of all types and sizes, particularly where officers are also employees of industry organisations. If not managed well, a conflict of interest, or a perceived conflict, could lead to decisions which are not in the best interests of the goals of the organisation, creating disputes, or damaging the organisation's reputation.

### **When do Conflicts of Interest arise?**

A conflict of interest can arise when:

- a member could benefit financially or otherwise from the organisation, either directly or indirectly through someone they are connected to, or
- when a member's duty to the organisation competes with a duty or loyalty they have to another organisation or person.

This includes any situation where it could be perceived that a member's personal interest or loyalties could affect their decision making.

Conflicts of interest commonly arise in situations where:

the governing group's decision could lead to employment for a member or a member of their family

- A member stands to gain financially from business dealings, programmes or services provided to the organisation, or
- Information provided to the governing group in confidence might give an advantage to a member's business.

### **How do we manage Conflicts of Interest?**

There are a few steps we take to make sure conflicts of interest don't affect the decision making.

- We maintain an interest register.
- We ensure every member declares any interests at the beginning of each meeting.
- We ensure that any other perceived conflicts are registered and addressed.
- We ensure the member with the conflict does not participate in the discussion or decision-making process.
- We record all details of discussions and decisions made in the minutes and the conflict register for each discussion.
- We report significant transactions with conflict of interest in the end of year financial statements as a related party transaction.

When a conflict of interest is serious, we resolve the conflict by:

- Not pursuing the course of action.
- Proceeding in a different way so that the conflict of interest does not arise.
- Appointing further independent members (if this is applicable).
- Not appointing a particular member or requesting the officer to resign from the position.
- If excluding conflicted members is not a reasonable option to achieve the aims of the organisation, their influence shall be minimised in decision-making and voting.

**The purpose of this conflict-of-interest policy is to ensure:**

Decisions made are in the best interest of the AVPRC and its members when contemplating entering a transaction, contract or arrangement that might benefit the private or personal interests of members of the Council and/or Sub-Committees.

- The Council, Committee and Sub-Committees act at all times in the best interest of the AVPRC.
- Executive Council and Sub-Committee members do not directly or indirectly receive and profit from his or her position.
- Any financial interest is disclosed.
- Committee members do not use their position to obtain information to achieve financial benefit for themselves or another close family member, friend, or for another organization. Family includes anyone related by blood, marriage, or domestic partnership.

These procedures will be followed to ensure decisions are made in the best interest of the organisation.

An interest register will be regularly maintained and monitored where officers will register any perceived, current, or potential interests. The interest register will include information about:

- The council member affected
- The type of conflict of interest, and
- How it will be ensured that decisions are made in AVPRC's best interest.

At the beginning of every council or committee meeting, conflicts of interest will be declared that relate to the agenda items for discussion.



When there is a conflict of interest, the affected committee member will not take part in the discussion or decision making.

The minutes of meetings will record all disclosures and declarations of conflict of interest. This should include:

- The type of conflict of interest.
- The committee member affected.
- Whether the conflict of interest was declared in advance (new conflicts of interest will be added to the conflict-of-interest register).
- A summary of the discussion.
- How it was ensured that decisions were made in the organisation's best interest, including anyone that withdrew from the discussion and decision making.

An ongoing conflict register will record this information, and any related party transactions will be recorded in the Performance Statement at the end of the year.

### **Conflict of interest clause**

In cases where there is a conflict of interest, the council member shall be excluded from the discussion, or in cases where that is not an option:

- The council member with the conflict can't vote on that particular decision.
- The council member will exclude themselves from that discussion in a meeting
- The council member doesn't get counted for a quorum if a vote is required.

### **Agreement**

I have read, understand, and agree to abide by all the terms of this policy.

Signed

Date