

# **CONFLICT OF INTEREST POLICY**

**THE DAUGHTERS OF OUR LADY OF THE SACRED  
HEART  
OVERSEAS AID INCORPORATED**

# **Daughters of Our Lady of the Sacred Heart Overseas Aid Incorporated**

## **Conflict of Interest Policy**

### **Introduction & Preamble**

The Daughters of Our Lady of the Sacred Heart Overseas Aid Incorporated fund was granted a Certificate of Incorporation on the 29<sup>th</sup> March, 1989 under the Associates Incorporation Act, 1984.

The objectives of the Association are to provide for the relief of people in countries which are for the time being, certified by the Minister for Foreign Affairs and including relief of people in the Phillipines and Kiribati.

The DOLSH Aid Inc. was established by the Daughters of Our Lady of the Sacred Heart. The Daughters of Our Lady of the Sacred Heart is an international Congregation. The sisters work in over 27 different countries in the world. All the projects funded by the DOLSH Aid Inc. are at the service of developing countries and their peoples. In many instances our sisters, staff and volunteers are in either direct or indirect contact with children. In order to safeguard these children we have drawn up a policy to which all must adhere to.

### **Vision Statement regarding our Conflict of Interest Policy**

The Daughters of Our Lady of the Sacred Heart Overseas Aid Inc. recognize the dignity and value of every human person, especially the most vulnerable. We are committed to respect the rights of all persons, especially children, youth and those whose rights and dignity are devalued or at risk.

### **Introduction**

OLSH Overseas Aid Incorporated is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

### **Purpose**

This policy has been developed to provide a framework for all Members and beneficiaries of OLSH Overseas Aid in declaring conflicts of interest.

## Authorisation

President of OLSH Overseas Aid Incorporated

### Policy

OLSH Overseas Aid places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the OLSH Overseas Aid Inc. Conflicts of Interest Register. A member who believes another member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

### Procedure

1. Members shall declare any conflicts of interest either at the start of the OLSH Overseas Aid Inc. meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the ***Conflict of Interest: Checklist for the Chair.***

2. Where a conflict of interest or potential conflict of interest is identified and/or registered, the OLSH Overseas Aid member concerned shall leave the room as soon as that item comes up for discussion. The concerned member shall not vote on that issue, nor initiate or take part in any discussion on that topic (either in the meeting or with other members before or after the meetings), unless expressly invited to do so by unanimous agreement by all other members present.

4. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the OLSH Overseas Aid Inc. cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to the Ethics Sub-Committee. This Sub-Committee will make a recommendation to the OLSH Overseas Aid Inc. as to what action shall be taken.

*Examples of conflict of interest could be (but are not limited to):*

- When a member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation.
- When a member him or herself offers a professional service to the organisation.
- When a member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a member or the ex/officio member of the OLSH Overseas Aid Inc. has a role on the governing body of another organisation,

where the activities of that other body may be in direct conflict or competition with the activities of OLSH Overseas Aid Incorporated.

### **Conflict of Interest: Checklist for the Chair**

#### **Introduction**

This checklist is to be used by the Chair of the OLSH Overseas Aid of each meeting to record conflicts of interest identified by the members. Completed checklists should be stored with the minutes of each meeting.

The checklist should be used in conjunction with the OLSH Overseas Aid Inc. *Conflict of Interest Policy*.

#### **Purpose**

This checklist has been developed to provide consistency in documentation of conflicts of interest relating to OLSH Overseas Aid Inc. meetings.

#### **Authorisation**

*President of OLSH Overseas Aid Incorporated*

Following the opening of the meeting ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

<p><b>Date of Meeting:</b>    /    / 20.....</p>
<p>Name of Member</p> <hr/>
<p>Issue of Conflict</p> <hr/> <hr/> <hr/> <hr/>

- Note the disclosure of the conflict of interest and the decision of the OLSH Overseas Aid Inc. on how to deal with this conflict.

**Record Response**

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- Ensure that the minutes record the declaration of interests declared at this meeting

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

Signed

Position