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**Conflict of Interest Policy and Procedure**

**Purpose**

CAPS aims to ensure that decisions made are fair, objective, and informed. A conflict of interest may have a knock-on effect in a person’s actions and choices.

This policy aims to be proactive in managing perceived and actual conflicts of interest. Through this management, CAPS aims to ensure that a participant’s right to choose and control are not affected by the organisation’s values.

Actions will be taken to ensure that individuals values do not impact services and organizational decisions.

**Scope**

All employees must act in the interest of the organisation and contact the CEO if any conflicts of interest are encountered

**Policy**

Due to legal responsibility, all conflicts of interest must be reported to the CEO so they can be managed.

Employees must report outside interest that conflict with organizational interests. The CEO will manage the conflict without bias or prejudice and without accepting bribery.

Examples of conflict of interest include:

* Friends or family being involved in recruitment, dismissal, or shift allocation
* Individuals gaining unfair advantages
* Employees being involved with another organisation offering similar services to CAPS
* Information or plans that conflict with CAPS
* Agreements or loyalties individuals possess that affiliate them to a party or position that conflicts with CAPS

**Procedure**

Registration of known conflicts of interest

Staff will be asked to declare:

* Potential or actual conflicts of interest that are identified during the hiring process
* Potential or actual conflicts of interest that are identified during employment,

All conflicts of interest will be declared, managed, and documented by the CEO.

Employees must notify the CEO of conflicts of interest and must provide information in a formal written notification.

Management of conflicts of interest

The following steps will be taken by staff in response to a conflict of interest:

* The CEO will assess the situation
* During the decision-making process, the associated staff member may be asked to:
  + Contribute to the discussion regarding the conflict of interest
  + Observe the discussion regarding the conflict of interest
  + Leave the meeting during the discussion regarding the conflict of interest
  + The staff member will not take part in voting or the decision making

Staff involvement in external activities

CAPS supports staff in their involvement in activities, jobs, or volunteer work outside of their employment with the organisation. These activities may lead to a perceived or actual conflict of interest however, such as a staff member consulting for other organisations.

To allow for early identification of conflicts of interest in this area, CAPS expects staff to notify the organisation of external work-related activities they are involved in. Discussions will be had around potential conflicts of interest and management process will be put in place if need be.