

	ONE2ONE POLICY			
	Title	Conflicts of Interest	Policy No	17
	Indicator	CM2 – Governance and Operational Management	Review Date	

1. PURPOSE AND SCOPE

This policy helps to identify, disclose and manage any actual, potential or perceived conflicts of interest by One2One staff.

This policy has been framed around the NDIS Practice Standards and applies to all of One2One’s supports and services.

2. POLICY STATEMENT

One2One will:

- ensure organisational or ethical values do not impede a consumer’s right to choice and control
- manage, document and report on individual conflicts of interest as they arise utilising One2One’s Conflicts of Interest register
- ensure that advice to a consumer about support options (including those not delivered directly) is transparent and promotes choice and control

3. DEFINITIONS

A **conflict of interest** occurs when a person’s personal interests’ conflict with their responsibility to act in the best interests of the organisation and the people supported.

Examples of conflicts of interest:

- financial interests
- personal and family relationships between staff/volunteers
- decisions regarding appointments, promotions or other decisions relating to consumers
- acceptance of gifts or benefits e.g. monies, jewellery, make up, clothing, flights or holidays
- use of confidential and official information
- reproduction or use of copyright information for One2One’s purposes only
- membership of, or employment in, another organisation that comes into serious competition with another organisation
- use of One2One’s facilities and equipment for personal benefit or the benefit of a third party.

4. POLICY CONTENT

All One2One representatives must be aware of their obligations to disclose, avoid and carefully manage any conflicts of interest that they may have and adhere to the conflict of interest policy and respond to any breaches.

All One2One staff:

- must not accept any offer of money, services, or benefits that could cause them to act in a manner contrary to the interests of a consumer
- declare conflicts of interest at the earliest time after the conflict is identified
- must declare any gifts received from consumers or families above the value of \$100.00 to One2One's Quality Systems Committee; staff are permitted to accept or give gifts of minor value for special occasions
- have no financial or other personal interest that could directly or indirectly influence or compromise the choice of provider or provision of supports to a consumer
- are permitted to have a membership or affiliation with other organisations, unions and approved collaboration with other organisations where there is no possible benefit or perception of benefit.

Where a conflict or potential conflict of interest has been identified, the relevant staff member's supervisor will determine what records and other documentation relating to the matter needs to be documented and recorded. The supervisor should ensure that all relevant information is documented to ensure decisions which relate to the matter adhere to the fundamentals of good judgment decision making and transparency.

Any breach of this policy may involve disciplinary action if it is deemed to be an incident of misconduct or an abuse of power.

5. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One