

CONFLICT OF INTEREST POLICY

MBA Group Training Limited

Policy: Conflict of interest

Authorised by: MBA Group Training Board

Date last reviewed: 15 April 2014

Reviewed by John Miller,
Executive Director

Date of next review: January
2015

Policy context: This policy relates to:

National Standards for Group Training
Organisations

Standard 8.3

Essential Standards for initial recognition

SNR5.7, SNR 16.7

1. Purpose: Why do we have a conflict of interest policy?

Actions and decisions taken at all levels in MBA Group Training Ltd need to be informed, objective and fair. A conflict of interest may affect the way a person acts, decisions they make, or the way they vote in group decisions. Conflicts of interest need to be identified and action taken to ensure that personal or individual interests do not affect the organisation's services, activities or decisions.

Declaration and management of conflicts of interest are specifically required for the MBA Group Training Board members as part of their legal responsibilities as board members.

2. Scope

This policy will apply to MBA Group Training Board Members, Staff and Sub Contractors.

Definition

This policy will apply to situations where the personal interests of an individual or group of individuals directly conflict with the best interests of the organisation, its members or clients, or where the decisions or actions of individuals may be influenced by their personal interests rather than those of the organisation.

This may include situations in which:

- close personal friends or family members are involved, such as decisions about employment, discipline or dismissal, service allocation or awarding of contracts
- A Staff member of MBA Group Training Ltd or his/her family/partner, through either personal or business interest, stands to gain financially from any business dealing, program or service provided by MBA Group Training Ltd

- an individual is involved with another organisation that is in a competitive relationship with our organisation and therefore may have access to our plans or financial information
- an individual is bound by prior agreements or allegiances to other individuals or agencies that require them to act in the interests of that person or agency or to take a particular position on an issue.

3. Policy statement: Our commitment

MBA Group Training Limited is committed to ensuring that personal or individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation.

4. Procedures

MBA Group Training Limited recognises that there are potential or perceived areas of conflict that may arise as a result of the business operation with the Group Training Organisation (GTO) and the Registered Training Organisation (RTO). A conflict of interest policy is in place to help identify and appropriately deal with actual, perceived or potential conflicts of interest.

4.1 Registering known conflicts of interest

A register of conflicts of interest will be maintained by the General Manager of MBA Group Training Ltd. All potential and actual conflicts will be recorded in the register, showing:

- Date of declaration,
- person registering conflict,
- conflict of interest being declared
- any incidents that arise where the interest comes into conflict with the interests of the organisation, the date of the incident, and a summary of how it was managed.

4.2 Identifying and declaring conflicts of interest

All board members, staff and sub-contractors are required to declare any potential or actual conflicts of interest they are aware of by:

- Formal notification by completing the declaration of conflict of interest.
- Informing those present when a conflict becomes apparent.

4.3 Managing conflicts of interest

Where an apparent conflict of interest arises:

- Identification or declaration of the interest
- Assessment of whether a conflict exists

- Decision about the individual's continued role in the issue, if any. In any case where a conflict of interest exists, the individual concerned should not take part in the decision and, in most instances, should not be present when the matter is discussed.

Where the conflict of interest existed during the provision of a service to a client that adversely affects, or can be seen to adversely affect the client

- The declared conflict of interest shall be investigated and the necessary remedial action taken to remedy the situation from the client's perspective.