



Conflict of Interest Policy

1. Purpose

The purpose of this policy is to protect the integrity, transparency, and accountability of Lovemore Project by managing situations where personal interests could conflict, or be perceived to conflict, with the best interests of the organisation and the communities we serve.

2. Scope

This policy applies to:

- Board members (Responsible Persons)
- Staff
- Volunteers
- Contractors
- Partners acting on behalf of Lovemore Project

3. Definition

A conflict of interest occurs when a person's personal, professional, or financial interests could improperly influence, or be perceived to influence, their ability to make impartial decisions in the best interests of Lovemore Project.

Conflicts may be:

- Actual – a direct conflict exists.
- Perceived – it appears a conflict exists, whether or not it is real.
- Potential – a conflict could arise in the future.

4. Examples

- Personal or family financial gain from a decision made by Lovemore Project.
- Employment, consultancy, or governance role with a partner, supplier, or donor organisation.
- Accepting gifts or hospitality that could influence decision-making.
- Participating in decisions that benefit a personal associate.

5. Policy Statement

Lovemore Project requires:

- Full disclosure of actual, perceived, or potential conflicts of interest.
- Appropriate management of conflicts to ensure decisions are made in the best interests of the organisation.
- Transparent record-keeping of all declared conflicts and actions taken.





6. Disclosure Process

Complaints can be lodged via:

All Responsible Persons must complete a Conflict of Interest Declaration Form on appointment and update it annually.

Conflicts must also be declared:

- At the start of a meeting (recorded in minutes).
- As soon as they arise during the course of duties.

7. Management of Conflicts

Once disclosed, conflicts will be managed through one or more of the following:

- Recusal from discussion and decision-making.
- Restriction on access to certain information.
- Removal from the role or responsibility causing the conflict.
- Resignation from conflicting external role.

The Board Chair (or Deputy Chair if the Chair is conflicted) will determine the appropriate action, in consultation with the Board.

8. Gifts and Benefits

- Staff, volunteers, and Responsible Persons must not accept gifts, benefits, or hospitality that could reasonably be seen to influence decisions.
- Nominal gifts (under AUD \$50) may be accepted but must be declared to a line manager or Board Chair.

9. Record Keeping

- All conflicts of interest and actions taken will be recorded in the Conflict of Interest Register.
- Meeting minutes must note any conflicts declared and actions taken.





10. Breaches

Failure to disclose a conflict of interest, or to comply with this policy, may result in:

- Disciplinary action (for staff/volunteers)
- Removal from office (for board members)
- Termination of partnership or contract (for partners/contractors)

11. Related Documents

- Constitution
- Code of Conduct
- Conflict of Interest Declaration Form
- Conflict of Interest Register

12. Review

This policy will be reviewed every three years or earlier if required by legislative or donor changes.

- Approved by: Board of Directors – Lovemore Project
- Date: 12/09/25
- Next Review: 12/09/28

