



## **Conflicts of Interest Policy Document**

### **Purpose:**

This Document enables the ELDAA Committee to recognise and manage potential or perceived conflict of interest situations in order to protect Doulas and their Clients, and to preserve public trust in the organisation.

It ensures that:

- decisions made are in the best interest of the society when contemplating entering into a transaction, contract or arrangement that might benefit the private or personal interests of the decision maker; and
- the governing group and decision makers act at all times in the best interest of the society
- people do not directly or indirectly receive any profit from their position; and
- any financial interest is disclosed; and
- people do not use their position to obtain information to achieve financial benefit for themselves or another close family member, friend, or for another organisation. Family includes anyone related by blood, marriage or domestic partnership.

### **Scope:**

This document applies to our organisation's Committee, Doula members and their Clients and carers.

### **Policy:**

Our Committee and Members have an obligation to act in the best interests of the organisation and in accordance with this document. It is their responsibility to declare conflicts of interest. Disclosure must be made as soon as practicable.

**End of Life Doula Alliance Aotearoa, Inc**

19 Waiho Tce, Elsdon, Porirua 5022, New Zealand

[info@eldaa.org.nz](mailto:info@eldaa.org.nz)

[www.eldaa.org.nz](http://www.eldaa.org.nz)

+21957255

**Definition:**

A conflict of interest is any situation where a person's personal interest or loyalties could affect their ability to make a decision in the best interest of the society. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

A conflict of interest can arise when:

- a person involved with the society could benefit (financially or otherwise) from the society. This benefit could be directly to the individual, or indirectly through someone they are connected to; or
- a person's duty to the society competes with a duty or loyalty they have to another organisation or person.
- the governing groups' decision could lead to employment for a decision maker or a member of their family; or
- a person working or volunteering for the society stands to gain financially from business dealings, programmes or services provided to the society; or
- information provided to the governing group in confidence might give an advantage to a decision maker's business.

**Procedure:**

An Officer or member of the Society who is an Interested Member regarding a Matter

1. must not vote or take part in the decision of the Committee and/or sub-committee relating to the Matter unless all members of the Committee who are not interested in the Matter consent; and
2. must not sign any document relating to the entry into a transaction or the initiation of the Matter unless all members of the Committee who are not interested in the Matter consent; but
3. may take part in any discussion of the Committee and/or sub-committee relating to the Matter and be present at the time of the decision of the Committee and/or sub-committee (unless the Committee and/or sub-committee decides otherwise).

However, an Officer or member of a sub-committee who is prevented from voting on a Matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the Matter is considered.

Where 50 per cent or more of Officers are prevented from voting on a Matter because they are interested in that Matter, a Special General Meeting must be called to consider and determine the Matter, unless all non-interested Officers agree otherwise. Where 50 per cent or more of the members of a sub-committee are prevented from voting on a Matter because they are interested in that Matter, the Committee shall consider and determine the Matter.



**Records:**

An interest register will be regularly maintained and monitored where the Secretary will register any perceived, current or potential interests.

1. When there is a conflict of interest, the affected person will not take part in the discussion or decision making.
2. The minutes of meetings will record all disclosures and declarations of conflict of interest. This should include:
  - the type of conflict of interest; and
  - the person affected; and
  - whether the conflict of interest was declared in advance (new conflicts of interest will be added to the conflict of interest register)
  - a summary of the discussion, and
  - how it was ensured that decisions were made in the society's best interest, including anyone that withdrew from the discussion and decision making.
3. An ongoing conflict register will record this information, and any related party transactions will be recorded in the Performance Statement at the end of the year.

