

CONFLICT OF INTEREST POLICY

INTRODUCTION

The Building Designers Association of Australia “BDAA” is committed to high standards of ethical conduct, transparency and risk management.

PURPOSE

The purpose of this policy is to assist all persons undertaking work for or engaged by the BDAA either in a paid or unpaid capacity, to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest, in order to protect the integrity of the BDAA and to manage risk.

- A conflict of interest occurs when a person’s personal interests’ conflict with their responsibility to act in the best interests of the BDAA. Personal interests include direct interests, as well as those of family, friends, or other organizations a person may be involved with or have an interest in (for example, as a shareholder).

It also includes a conflict between a member’s duty to the BDAA and another duty that the member has (for example, to another business or group). A conflict of interest may be actual, potential, or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the BDAA. Therefore, these situations must be managed accordingly.

POLICY

BDAA will encourage a transparency culture at all levels of the organisation.

BDAA will incorporate *Conflict of Interest* declaration into the commencement of every formal meeting and committee, and records in agenda and minutes.

BDAA will maintain a register of every declared and undeclared *Register of Interests*.

BDAA will consider every declared and undeclared *Conflict of Interest* to assess

- if the conflict needs to be avoided or just documented
- if the conflict will realistically impair a person’s capacity to remain impartial in decision making
- if there is an alternative way to avoid the conflict
- the BDAA’s objectives and resources
- the risk of the appearance of improper judgement that could damage the integrity or reputation of the BDAA

Management of each risk will be agreement by majority

- if the declarer should abstain from vote
- if the declarer should abstain from discussion
- if the declarer should leave the room or meeting
- if the declarer's position in the specific role should be terminated

The BDAA will maintain a record in relevant meeting minutes of the individual declarations, and the relevant group or managers' response and agreed approach to managing the relevant risk. The approval will be by majority of those present and voting at a meeting, or for individuals by advice from the Board of Directors in conjunction with the line manager.

The BDAA will investigate the circumstances if they believe a person subject to this policy has failed to comply. If the investigation finds person has failed to disclose a , the BDAA may take action against them, this may include seeking to terminate any relationship with the BDAA.

If a person suspects a failure to declare, this may be discussed with the person in question, notified to the Board or to the person responsible for maintaining the BDAA register of interests.

RESPONSIBILITIES

The BDAA is responsible for ensuring all onboarding processes include alignment with this policy

The Board is responsible for

- Establishing a system for identifying, disclosing and managing conflicts of interest.
- Monitoring compliance with this policy.
- Reviewing the policy annually to ensure that it is effective.

All persons undertaking work for or engaged by the BDAA either in a paid or unpaid capacity are responsible for reporting conflicts of interest.

The Board chair is responsible for maintain the conflict of interest register and reporting into the BDAA register of interests.

The Chair is responsible for bringing this policy to the attention of prospective Board members and executive office holders.

All Board members are responsible for

- declaring a potential conflict of interest prior to commencing any board meeting or activities
- for removing themselves from any decision, vote or other relevant activity that could be construed as a conflict of interest.