



Islamic Council of Victoria

ICV Conflict of Interest Policy

Policy statement:

1. All ICV Board members, staff and volunteers (members) must avoid conflicts of interest at all times in respect of their fiduciary duties as members.
2. Where a member is aware of a conflict of interest which is unavoidable, or arises in the course of ICV business or decision making, the member must formally disclose the conflict and manage the conflict of interest in accordance with this policy and procedure.
3. When a member discloses a conflict of interest, the member's name, the issue or name of any relevant organisation and the date of the disclosure must be recorded by the ICV Board Secretary in the Conflicts of Interest Register. The issue may also require recording as a Declaration of Private Interest (see relevant policy).
4. Where it could be anticipated that a member of the public or a body with an interest in a decision or act of the ICV, could form a reasonable perception that a board member has a conflict of interest in relation to that act or decision, the member is deemed to have a conflict of interest for the purposes of this policy.

Rationale:

The credibility of ICV processes and decision making may be questioned if there is a reasonable perception that:

1. A member, their family, or close associates, could benefit personally from decisions of the Board.
2. A member may be biased towards a particular outcome as a result of private or professional interests or associations.

Purpose and Objectives:

1. To clarify the Board's policy in respect of the recognition and management of conflicts of interest.
2. To set out the procedure for handling and declaring conflicts of interest.
3. To set out the details to be recorded in the Conflict of Interests Register.

Application:

This policy applies to the, all Board members, members of Board Committees, ICV staff and volunteers.



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Definitions:

Conflict of interest A conflict of interest may arise when a member has a personal or professional association with a person, body or agency which has an actual or perceived interest in, or may receive a benefit from, a decision or act of the ICV.

Members may be aware of existing conflicts of interest or become aware of potential conflicts of interest through ICV activities, an agenda or through other means.

Disclosure Disclosure of a conflict of interest means a formal disclosure to the Board, or a declaration to the President in writing.

All formal disclosures of conflicts of interest are recorded in the Conflict of Interest Register.

Principles to be observed when handling conflicts of interest:

1. ICV Board members, staff and volunteers (members) must perform their role impartially in the public interest at all times.
2. The community expects high standards of integrity and impartiality from the ICV. They are expected to:
 - a. earn and sustain public trust
 - b. be honest, open and transparent in their dealings
 - c. make decisions and provide advice without bias
 - d. avoid any real or apparent conflicts of interest
 - e. use their powers responsibly, and
 - f. report improper conduct.
3. Actual, potential and perceived conflicts of interest should be managed and resolved in the public interest. The most important principle to follow is that of complete disclosure.
4. Conflicts of interest are not limited to personal or private interests. It is important that where these circumstances provide potential for conflict of interest or undue influence, that this be identified early and managed to avoid any actual or perceived impropriety.

Procedure:

1. Conflicts of interest may be real or perceived. Where it could be anticipated that a member of the public, or a body with an interest in a decision or act of the ICV, could form a reasonable perception that a member has a conflict of interest in relation to that act or decision, the member is deemed to have a conflict of interest for the purposes of this policy.



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2. Members are personally responsible for identifying personal and professional conflicts of interest and formally declaring these to the Board or President as soon as practicable.

When a member has a conflict of interest relevant to an action or decision, the conflict of interest must be declared as soon as possible.

3. A member should assume there is a conflict of interest wherever there is a real, perceived or potential conflict between:
 - a. the member's duty to the ICV and his or her duty to another organisation, or
 - b. the ICV's interests and the member's interests.

4. All declared conflicts of interests must be recorded in the Conflicts of Interest Register. The Conflicts of Interest Register must be available to Board members at all times.

Members must ensure that any disclosures they have made have been duly recorded in the Conflict of Interest Register.

5. If a member is uncertain about whether or not an issue amounts to a conflict of interest which should be disclosed, they should raise the issue with the President.

The Board must determine whether a conflict of interest in a matter exists.

6. Wherever a conflict of interest may be reasonably perceived, the matter must always be resolved in favour of the public interest rather than the individual member.

7. If a member becomes aware of a conflict of interest that may have arisen in the past, this must be disclosed and the Board must decide on the most appropriate course of action.

8. When the Board is to decide upon an issue about which a member has a conflict of interest, and that person is a Board member then that Board member shall absent themselves without comment, not only from the vote but also from the deliberation.

9. In extreme circumstances, it may be considered necessary for the member to resign from the ICV if the conflict is of such importance and ongoing nature as to prevent them from effectively fulfilling their duties.

10. The President must notify ICV Member Societies in writing as soon as practicable after becoming aware of circumstances where a breach of this policy poses a significant risk to the credibility or reputation of the ICV.

11. A member may consider that another member has a conflict of interest that has not been disclosed. The member who has concerns should raise these with the President who can then clarify this with the potentially conflicted member.

12. The President is responsible for:

- a. asking for full disclosure of interests
- b. asking the Board to decide whether the conflict exists
- c. prohibiting the member from taking part in any action or decision on behalf of the ICV on the matter.



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Expected outcomes:

1. Members recognise conflicts of interest and disclose and manage these in accordance with the policy and procedure when they arise.
2. The Conflicts of Interest Policy is available to all members.
3. The Conflict of Interest Register is managed by the Board Secretary and regularly updated and circulated to Board members.

Related policies:

Policies and Procedures:

- Board Gifts, Hospitality and Benefits Policy
- Declarations of Private Interests Policy

Key words:

Conflict of interest – disclosure - interests

Policy Title:	Board Conflicts of Interest Policy	
Endorsed by: ICV Board	Date: 1 July 2011	Version No: 1/ 2011
Date of next review: <insert date>		
Manager responsible: President		