**ADI conflict of interest policy**

**Background**

The purpose of the following guidelines is to prevent and avoid conflicts of interest that may arise between the Board and staff leadership and the best interests of ADI.

The underlying principle is that Board and staff leadership must establish by example and attitude an atmosphere of personal integrity. Some situations need only a brief informal comment to maintain that climate. In other situations a decision may be delayed because of the need to ensure that the decision has been made truly in the best interests of ADI.

There are three simple safeguards can go a long way towards preventing and avoiding conflicts of interest.

1. A conflict of interest policy, signed by all board members at the time they join the Board and renewed annually.
2. Establishing disclosure as a normal habit or practice. Board members should find it customary for someone to say, for example, "This next agenda item relates to joining a collaboration with another organisation. As I am a board member of that organisation I have a potential conflict of interest and I am going to excuse myself from the room for this discussion." Disclosures and excusal from voting should be recorded in the meeting's minutes.
3. If major purchases/services are contemplated where a board member may financially benefit, competitive written bids should be obtained to ensure that prices and products are comparable and the board member should not take part in any discussion relating to the proposed purchase.

*Policy Reviewed -* Every 3 years

*Signed: Date of Next Review:* 6 October 2018