

**Conflict of Interest Policy**  
**As approved by Standing Committee 2011**

1. This policy applies to all members of all Diocesan bodies and all Diocesan employees (called "decision-makers") and applies whenever they are involved in making decisions in that capacity.
2. An "Interest" exists for a decision-maker where:
  - a. the decision-maker is or may be or becomes a director, officer, employee or trustee of any company, partnership, organisation, group or trust with which the decision-maker is transacting or dealing in his or her capacity as decision-maker;
  - b. the decision-maker is a party to, or will derive a material financial benefit from, a matter;
  - c. the decision-maker has a material financial interest in another party involved in the matter;
  - d. the decision-maker is transacting or dealing as decision-maker with himself or herself in another capacity;
  - e. the decision-maker is the parent, child, spouse or partner of another party to, or person who will or may derive a material financial benefit from the matter;
  - f. the decision-maker is otherwise directly or indirectly materially interested in the transaction or matter.
3. Every decision-maker must disclose all potentially relevant Interests he or she has, or may have, in relation to any transaction or matter on which the decision-maker makes a decision or provides advice.
4. Every Interest so disclosed shall be recorded in the minutes of the meeting at which the disclosure is made or be recorded on the employee's file.
5. Any Interest so disclosed will not be considered to constitute a conflict of interest in relation to a transaction or matter under consideration by the decision-maker unless a majority of other decision-makers present at the relevant meeting (or otherwise involved) resolve that it does constitute such a conflict.
6. Where a majority of other decision-makers have resolved that a conflict exists for a decision-maker, that decision-maker (the "Conflicted Decision-maker") must not take part in any deliberations or proceedings, including voting or other decision-making relating to the Conflict.
7. When a Conflict exists for a decision-maker the person chairing the Meeting may require the Conflicted Decision-maker to leave the meeting.
8. If the Conflicted Decision-maker does not leave the meeting, the person chairing the Meeting may adjourn the meeting until the Conflicted Decision-maker does leave.