

Conflict of Interest

1. Policy Description

The policy of Mukti Australia Inc. (hereafter MA) on Conflict of Interest sets out MA's position on any conflicts of interest arising between the organisation and Board Members, the National Director, members of the organisation ("Member"), and Employees and Volunteers, as well as establishing procedures to follow in the event of a conflict of interest arising.

2. Policy

Where a conflict of interest occurs involving the interests of a Board Member, Member, Employee or Volunteer and the interests of MA:

1. The individual must give details of the nature and extent of the conflict of interest and the relation of the interest to the affairs of MA as soon as practicable.
 - (a) Any Board Member or National Director with a conflict of interest must give these details to the Board in writing. Details of the nature of the conflict of interest must be entered into the minutes of the next meeting of the Board.
 - (b) Any Employee/Member/Volunteer with a conflict of interest must give these details in writing to the National Director who will then provide this information to the Board if necessary.

Examples of conflict of interest include (but are not limited to):

- When a Board Member, Member, Employee, Volunteer, National Director or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of MA.
- When a Board Member, Member, Employee, Volunteer, or National Director offers a professional service to the organisation.
- When a Board Member, Member, Employee, Volunteer, or National Director stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a Board Member has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of MA.

2. Where goods or services over the value of \$1,000 are provided by a Board Member, National Director, Employee, Volunteer or Member, a proper tendering process should be established which includes obtaining at least three competitive quotations. The final decision regarding whether or not to utilise the goods/services provided by the individual (or related individual/company/organisation) shall be made by the Board.
3. Where a Board Member is involved in a conflict of interest, he/she and the Board shall abide by the Board Statement of Integrity. Any Board Member shall abstain from voting on any matter or issue in which there is a conflict of interest between his/her personal interests and those of Mukti, and shall not initiate or take part in or be present for any Board discussion on that topic, either in the Board meeting or with other Board Members before or after the meeting.
4. A person shall not accept the office of auditor, solicitor, etc, where he or she serves on the Board or is directly related to a Board Member.
5. Where an auditor acts on behalf of two clients (one of which is MA) involved in a common transaction of a significant nature (eg, sale of land or buildings from one client to the other), the auditor should:
 - provide frank and full disclosure of that conflict to both clients; and
 - disclose that conflict in the audit report of MA.
6. Where a Board Member, Member, Employee, National Director or Volunteer receives a gift or favour in connection with his or her role with MA, an assessment must be undertaken before accepting the gift or favour as to whether it represents goodwill and/or friendship, or if it amounts to an attempt to create indebtedness. For gifts or favours of \$50 or under and provided to the individual in connection with their birthday, Christmas or Easter, or at the conclusion of a professional relationship or job/task, it will be assumed that such gift or favour represents goodwill and/or friendship. All other gifts and/or favours must be disclosed by the individual in writing to their supervisor (in the case of the National Director or a Board Member, to the Board) which specifies what the gift/favour is, its estimated value and the reason why the gift/favour has been provided to the individual. If there is any concern by the individual or the individual's supervisor that the gift/favour has been provided to create indebtedness, the individual must tactfully refuse the gift and return it to the giver. A written record of all such gifts/favours and the decision regarding the reason for providing the gift must be maintained.