

Conflict of Interest Policy

Introduction The Board of AMAF is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

Purpose This policy has been developed to provide a framework for all Board Members in declaring conflicts of interest.

Definition A conflict of interest situation arises when an AMAF member or volunteer has a private and personal interest sufficient to appear to influence the objective exercise of his or her AMAF duties.

Policy

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Board's Conflicts of Interest Register. Thus, all responsible persons, members, volunteers and staff are required to disclose perceived, potential and actual conflicts of interest in relation to all AMAF activities and projects.

A Board member, staff or volunteer who believes another Board member, staff or volunteer has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Where a Board member, staff or volunteer has a conflict of interest that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a Board member, staff or volunteer has a conflict of interest that Board member, staff or volunteer shall not vote on that matter.

Where a Board member, staff or volunteer has a conflict of interest, the relevant person will be required to remove or rectify the conflict, both past and present, and report back to the Board. If this is not possible, then the involvement of the Board member, staff or volunteer in AMAF activities will be need to be considered.

The Board may supplement the statutory definition of conflict of interest if it so wishes, in which case the same procedures shall apply.

Board members, staff or volunteers are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Board member concerned.

The Board is committed to open and fair procurement of goods and services
Last Amended 26 September 2020

– Board of Directors