



Conflict of Interest Policy

1. Purpose & Definition

The purpose of this policy is to set out expectations for the behaviour and standards of professional and personal conduct for CFC ANCOP Australia Ltd (“ANCOP”), to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest to protect the integrity of CFC ANCOP Australia Ltd, and manage risk.

Definition. A conflict of interest arises when a person’s personal interests conflicts with their responsibility to act in the best interests of the CFC ANCOP Australia. Personal interests include direct interests, maybe financial or non-financial as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder). It also includes a conflict between a board member’s duty to CFC ANCOP Australia and another duty that the board member has to another charity or for-profit organizations. A conflict of interest may be actual, potential or perceived and presents the risk that a person will decide based on, or affected by, these influences, rather than in the best interests of the charity and must be managed accordingly.

2. Objective

The CFC ANCOP Australia Ltd, its management committee, board of directors, officers and volunteers, must aim to ensure their commitment to be aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of ANCOP.

3. Scope

This policy applies to all members of CFC ANCOP Australia Ltd, serving as members of committees, governing boards, officers and volunteers, who have;

- any material personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgement he/she exercises on behalf of the organisation.
- influence of any conflicting interest or commitment when serving CFC ANCOP Australia Ltd or representing it in negotiations or dealings with third parties.
- business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of CFC ANCOP Australia Ltd.

4. Policy

This policy has been developed to address conflicts of interest affecting CFC ANCOP Australia Ltd.

- ANCOP, serving as management committee, board of directors, officers and volunteers are expected to deal with all decision-making concerning the organisation by giving preference to what is in the best interests of the organisation without favour or preference to third parties or personal considerations.

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| CFC ANCOP AUSTRALIA LIMITED 50 Forge Street, Blacktown NSW 2148 info@cfcancop.org.au | | |
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- ANCOP, serving as management committee, board of directors, officers and volunteers should at all times act honestly, with prudence and diligence in the discharge of duties and the exercise of relevant powers.
- ANCOP, serving as management committee, board of directors, officers and volunteers, or a person formerly holding such positions should only make use of information acquired for the purposes of ANCOP and must not use such information to gain personal advantage, directly or indirectly, or for any other person or organisation or to cause detriment to ANCOP.
- ANCOP, serving as management committee, board of directors, officers and volunteers, have a duty to be free from the influence of any conflicting interest or commitment or representing it in negotiations or dealings with third parties.
- ANCOP, serving as management committee, board of directors, officers and volunteers, are expected at all times to protect the best interests of CFC ANCOP Australia Ltd.
- ANCOP, serving as management committee, board of directors, officers and volunteers, are required expected to disclose competitive or conflict with any transaction, activity, policy, or objective of CFC Australia Ltd.
- ANCOP, serving as management committee, board of directors, officers and volunteers, are not to engage in any business with, to further personal or partisan political interests.
- ANCOP, serving as management committee, board of directors, officers and volunteers are required not to accept any gratuity, gift, benefit or favour of more than nominal value and beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work carried out for ANCOP, other than the compensation agreed between the organisation and the employee and in accordance with policy.
- ANCOP, serving as management committee, board of directors, officers and volunteers, are not to make use of or disseminating, including by electronic means, any confidential information acquired for personal profit or advantage, directly or indirectly.
- ANCOP, serving as management committee, board of directors, officers and volunteers, should not use one's connections within CFC ANCOP Australia Ltd to secure favours, benefits or an advantage for oneself, one's family or associates.

5. Membership of other organisations

Due to the common objective embraced by the various organisational committee and groups of CFC ANCOP Australia Ltd, membership held concurrently on more than one denominational committee or board, does not of itself constitute a conflict of interest provided that all the other requirements of the policy are met.

While serving as volunteer, management committee officer, of multiple denominational entities is thus acknowledged and accepted, to be serving on the same organisation and is expected to act in the best interest of that organisation and its role in ANCOP.

CFC ANCOP Australia Ltd, serving as management committee, board of directors, officers and volunteers will manage conflicts of interest by:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

6. Disclosure of Interest

CFC ANCOP Australia Ltd, serving as management committee, board of directors, officers and volunteers must declare any actual or potential conflict of interest.

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Where such conflict of interest occurs, management committee, board of directors, officers and volunteers of ANCOP must declare in writing the nature, character and extent of such conflict to the appropriate management committee head.

A member of management committee, upon appointment and annually thereafter, indicate acceptance of and compliance with the Conflict of Interest and Disclosure Policy by signing the statement of acceptance the wording of which is given below:

**DISCLOSURE OF INTEREST
STATEMENT OF ACCEPTANCE**

I, affirm that this declaration is correct, to the best of my knowledge, and understand that CFC ANCOP Australia Ltd is relying on the truthfulness of this declaration:

Should facts change in the future that may create a potential conflict of interest, I agree to notify the organisation secretary in writing as soon as I become aware of changed facts or circumstances.

1. I have read and understood the CFC ANCOP Australia Ltd, Policy on Conflict of Interest and Disclosure.
2. I am in compliance with the Conflict of Interest and Disclosure Policy as printed above.
3. Except as disclosed below:
 - a. Neither I nor any member of my family have a financial interest or business or relationship which competes with or conflicts with the interests of the organisation.
 - b. Neither I nor any member of my family have a financial interest in nor am I or any of them an employee, officer, director, or trustee of, nor have I or they received financial benefits either directly or indirectly from any enterprise (excluding less than five per cent (5%) ownership in any entity with publicly traded securities) which is doing business with, or is a competitor of, the organisation.
 - c. Neither I nor any member of my family receive/received any payments or gifts, monetary or non-monetary from other denominational entities, suppliers, or agencies doing business with the organisation.
 - d. Neither I nor any member of my family serve/have served as an officer, director, trustee, or agent of any organisation affiliated with or subsidiary to the organisation in any decision-making process involving financial or legal interests adverse to the organisation.

Disclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

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Signature

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 Position/Title

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 Date

COI document dated: DD/MM/YEAR

7. Revision History

| Version | Approval Date | Summary of Changes |
|----------------|----------------------|---------------------------|
| V1.0 | April 2024 | Original policy. |
| V2.0 | October 2024 | |