

ST KILDA HEBREW CONGREGATION INC

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Conflict of Interest Policy

based on Victorian Government policy

1. INTRODUCTION

This Procedure provides the policy and guidelines for Conflicts of Interest. This should be read in conjunction with the St Kilda Hebrew Congregation Inc (“SKHC”) Code of Professional Conduct.

2. PRINCIPLES

SKHC employees, volunteers, committee members, executive members and representatives

- 2.1. are required to comply with all relevant SKHC obligations, policy and directions concerning conflict of interest;
- 2.2. act and advise with honesty and integrity;
- 2.3. avoid any financial or other interest or undertakings that could affect the performance of their official duties; and
- 2.4. avoid any financial or other interest or undertakings which might be construed by others as a conflict of interest.

3. AUTHORITY

SKHC employees, volunteers and representatives.

4. RECEIPT OF GIFTS OR OTHER BENEFITS

SKHC employees, volunteers and representative must declare the receipt of gifts or benefits. In some cases, halachically they may not be able to perform their duties any longer for SKHC if they have received a gift or benefit other than what may be provided to the public. In accordance with the guidelines set out in Tractate *Ketuvot* 105 and in the *Shulchan Aruch Choshen Mishpat* 9:1, one no longer has the ability to maintain independence when one has received a benefit, no matter how insignificant, from a party about whom one must make a decision. Benefits include but are not limited to: free samples, movie tickets, discounts and more.

4.1. EXCLUSION

- 4.1.1. Benefits are included as part of salary packaging.
- 4.1.2. “Tokens of appreciation” by members and others to senior staff, such as the Ministers, Chief Executive Officer (CEO) and Choirmaster, worth less than \$300. Gifts valued at \$300 or more or totalling \$300 or more from the same giver to any particular person within any three-year period require disclosure to the CEO or, in the case of the CEO, to the President.

4.2. DECLARATION OF CONFLICT OF INTERESTS

From time to time SKHC employees, volunteers and representatives may have financial or other interests or undertakings that conflict with their official duties. Conflict of interest with official duties may arise for various reasons, including, but not limited to

- 4.2.1. Financial interest in a company with whom SKHC is conducting commercial business.
Example: You hold a 20% interest in an organisation that is providing a service or goods to SKHC.
- 4.2.2. Access to information or knowledge of commercial interests to other parties.
Example: You have access to other organisations’ information which would benefit your partner’s company or organisation in preparing a quotation to supply a service

or goods to SKHC or you are not directly involved in a tender process but have access to information that would benefit an applicant.

4.2.3. A direct personal relationship/involvement.

Example: You are involved in a tender process and will be reviewing an application lodged by a relative or you are intimately involved with a company lodging a tender application with SKHC.

4.2.4. Buying or selling of shares in a company at the time when you possess information that could affect the value of those shares.

Examples: You hold shares in a company that will be advised that they have not been successful in securing a tender to supply services or goods to SKHC; or

You have been advised that a small publicly listed company has been successful in supplying services or goods to SKHC.

4.2.5. Being offered or accepting gifts or favours from a supplier.

Examples: A customer approaches you and offers you free domestic travel within Australia if you provide information that will benefit them; or

4.2.6. Obtaining a private benefit for someone else.

Example: You use your position to obtain a job for a relative.

In many cases, only the individual concerned will be aware of an actual or potential conflict of interest. The onus is therefore on the employee to notify the SKHC CEO if a potential or actual conflict of interest arises, particularly when dealing with relatives, close friends or business acquaintances, as part of official duties. Situations may arise from time to time where a SKHC employee, volunteer or representative has an interest in a company (i.e. membership on a board or committee or member of a company), who is considering responding to a SKHC open tender. When this occurs the employee, volunteer or representative must exclude themselves from the grant process and notify the CEO and company of a potential conflict of interest.

Where the CEO is notified of a conflict of interest, details of the conflict of interest and decision to continuance of work or reassignment of work to another employee, volunteer or representative must be recorded. The purpose of disclosing possible conflicts is to avoid any conflict of interest between an employee's, volunteer's or representative's private interest and public duties. Employees, volunteers or representatives are required to stand down in any decision making process where actual or potential conflicts of interest could compromise the integrity of the decision.

Where a person becomes aware of a conflict of interest during a meeting, that person shall bring the conflict of interest to the attention of the chairperson and offer to excuse him/herself from that part of the meeting.

Conflict of interest may arise following a change in an employee's, volunteer's or representative's duties and responsibilities. There is a reasonable public expectation that where such conflict occurs it will be resolved in favour of SKHC's interest rather than that of the employee, volunteer or representative concerned. All SKHC employees, volunteers or representatives and the CEO must remain vigilant regarding potential conflict of interest.

5. RECORD OF CONFLICT OF INTERESTS

All mandated disclosures of Conflicts of Interest must be recorded in a Register maintained and held by the CEO and open to inspection by the President, Vice President or Treasurer. The Register shall include the name of the person making the disclosure, the nature of the disclosure, the date on which the disclosure was made and to whom it was made.