

DATED

2015

TUTAKI YOUTH INCORPORATED

**CONFLICT DISCLOSURE OF
INTEREST POLICY**

Tūtaki Youth Inc. Trust

POLICY: CONFLICT DISCLOSURE OF INTEREST

Date First Issued:	July 2015
Review Dates:	
Next Review Date:	July 2017
Responsibility:	General Manager and Tūtaki Youth Inc. Board
Authorised By:	Tūtaki Youth Inc. Board
Version:	1
Pages:	4

1. Policy Purpose

The purpose of this policy is to describe what may be constituted as a conflict of interest, and to establish a procedure for recording those interests and managing any conflict perceived or actual.

2. Scope of Policy

The Disclosure of Interests Policy refers to only those interests of the Board of Trustees (“trustee”).

Matters relating to interests held by employees of Tūtaki Youth Inc. are addressed by the employee’s Individual Employment Agreement.

3. Conflict of Interest

A conflict of interest may arise when a trustee might be influenced by some other interest or duty that the member may hold.

A conflict may occur either perceived or actual if the trustee’s outside interests of action overlap with the work and responsibilities of the Tūtaki Youth Inc.

4. Types of Conflict

Some potential conflicts of interest might exist because of:

- The trustee’s own business, employment or financial affairs.
- A relationship a trustee has with another person or organisation that may give rise to conflict.
- A role of office held by the trustee.
- Something the trustee has said or an action they have taken.
- Being a member of a club or association.
- Having received a gift, hospitality or other benefit.

5. Register of Interests

All trustees have a responsibility to disclose an interest that could give rise to a conflict, either perceived or actual.

It is the trustee's responsibility to advise the Secretary of Tūtaki Youth Inc. of any changes to their interests. The Secretary will maintain an up to date record of the Interests. The register of interests is not a substitute for the trustee advising of a potential conflict at the outset of the business undertaking.

6. Responsibilities of Trustees

It is the trustee's responsibility to act without prejudice or bias when conducting the work of the Society, even where an interest is held.

It is the trustee's responsibility to record any potential conflict of interest at the outset of a board of trustees meeting, or other forum where they will be making decisions on behalf of Tūtaki Inc.

The declaration of trustees' interests will be a standing item on each Tūtaki Inc. agenda.

Where the conflict is such that the trustee will be unable to or may be perceived as being unable to act impartially, fairly or without bias, the member shall remove themselves from the particular aspect of business.

7. Register of Members Interests

Name	Companies/Other	Role / Office Held
e.g. Ms X	Counselling 101 Ltd	Self Employed Youth Counsellor
e.g. Mr Y	Iwi Authority Ministry of Social Development	Chair Contract Advisor