

Conflict of Interest Policy

All staff, volunteers, and management team members (the individual) of the WFA will strive to avoid any conflict of interest between the interests of the WFA on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of the WFA's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and management team members.

Examples of conflicts of interest include:

- 1 An individual who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 2 An individual who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

In the course of meetings or activities, individuals will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the individuals' best interests or a conflict between the best interests of two organisations that the individual is involved with.

After disclosure, the individual may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other meeting members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and management members should respect its spirit as well as its wording.

The Chairman of the Board is responsible for the implementation and management of this policy.

Date Adopted by the Board: 30 June 2021