



AFL MASTERS NATIONAL CONFLICT OF INTEREST POLICY

Effective 31 May 2024

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31 May 2024

Applicable to

This Conflict of Interest Policy is applicable to all National Board Members of AFL Masters Inc (AFLM) whenever they are acting in their capacity as an AFLM Board Member.

Purpose

The purpose of this policy is to help National Board members of AFL Masters to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of AFL Masters and manage risk.

Objective

The National Board of AFL Masters (“board”) aims to ensure that board members are aware of their obligations 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 AFL Masters.

Definition of Conflicts of Interests

A conflict of interest occurs when a person’s personal interests conflict with their responsibility to act in the best interests of the organisation. Personal interests include direct interests 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 AFL Masters and another duty that the board member has (for example, to another organisation). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the AFL Masters and must be managed accordingly.

Policy

This policy has been developed because conflicts of interest commonly arise, and may present a risk to the organisation unless effectively managed. It is the policy of the AFL Masters as well as a responsibility of the board, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to AFL Masters.

AFL Masters will manage conflicts of interest by requiring AFLM National Board members to:

- 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.

Responsibility of the AFLM National Board

The AFLM National Board is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the organisation
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

It is the responsibility of National Board members to disclose any actual or perceived material conflicts of interests as soon as they realise that a conflict or potential conflict exists.

Where an AFLM Board Member makes a declaration of interest and advises that it is an ongoing matter then the board member is responsible for informing the organisation whenever their circumstances change and providing an update on their declaration at least once annually.

Identification and disclosure of conflicts of interest

To facilitate identification Conflict of Interest is to be a standing agenda item of every National Board meeting of AFL Masters.

Once an actual, potential or perceived conflict of interest is identified, it must be entered into AFL Masters's register of interests, as well as being raised with the National Board. At all times where a conflict is identified, including a shared conflict, the board is to ensure that proper disclosure occurs. The register of interests must be maintained within the official files of AFL Masters, and it must contain the record of information relating to any conflict or conflicts of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

Review of Policy

This policy will be reviewed every two years, by the General Manager, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the General Manager to the National Board.

Revised 31 May 2024