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CONFLICT OF INTEREST (EMPLOYEES) POLICY

1. PURPOSE

The purpose of this policy is to outline how Baptcare Affordable Housing (BAH) identifies, manages and discloses any actual, perceived or potential conflicts of interest.

2. SCOPE

This policy applies to all BAH employees, contractors and volunteers.

3. PRINCIPLES

A conflict of interest occurs when an employee, contractor or volunteer's personal interests conflict with their responsibility to act in the best interests of tenants, prospective tenants and BAH more broadly.

Personal interests can be financial or otherwise but are likely to arise where a staff member has a family or personal relationship with another party who is seeking a service from BAH, whether as a contractor or as a potential tenant. BAH expects all employees to disclose these relationships immediately and exempt themselves from taking part in any decisions made concerning those personal relations.

Conflicts of interest can arise in a number of circumstances, including:

- When housing is being allocated to tenants
- When a contractor is being engaged
- When employing staff

4. HOW CONFLICTS OF INTEREST ARE MANAGED

BAH expects all employees, contractors and volunteers to disclose any potential or actual conflicts of interest when they arise. Failure to do so may be regarded as misconduct and treated accordingly under the BAH Code of Conduct.

Employees, contractors and volunteers must declare a conflict of interest on the BAH Register of Conflict of Interest. Any reported conflict of interest will be managed according to the nature of the conflict.

5. RELATED DOCUMENTS, STANDARDS AND LEGISLATION

BAH Code of Conduct
Victorian Housing Registrar Performance Standards

6. MONIITORING AND REVIEW

This policy will be reviewed every two years or earlier if the legal, regulatory and contractual environment requires.

7. TRANSPARENCY AND ACCESSIBILITY

This policy will be available on the BAH website: www.baptcare.org.au/services/housing/affordable-housing