**CONFLICT OF INTEREST POLICY**

Disability Sport and Recreation Hawke’s Bay (DSRHB) recognises Te Tiriti o Waitangi as Aotearoa New Zealand’s founding document and is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

**Values**

Everyone involved in play, active recreation and sport joins with good intentions and we are all expected to do our best to treat each other with respect and comply with our policies and rules. Children and young people in particular must be cared for, treated with respect and their welfare placed at the center of everything we do in play, active recreation and sport.

DSRHB relies on volunteers, whether they are parents, caregivers, whānau, supporters or interested members of our community. These people become involved because of their whānau and the passion they share for the activity/sport and care for the people involved.

When people are doing the many activities required to support DSRHB such as selecting people for roles, coaching, raising money and picking teams, their decisions must be, and be seen to be, fair and reasonable.

Aotearoa New Zealand is a small country and it is not unusual for people of valuable knowledge and skills to have wide relationships including social, business and whānau within the sport and the wider community.

Sometimes those relationships and influence may overlap and cause other people to question the person’s ability to be impartial in their decisions.

In these situations, it is not unusual for conflicts of interest or perceptions of a conflict to arise. The existence of a family/whānau or other close relationship or business, social or community connection does not automatically mean there is a problem. The question to be asked is did or could that person use their position to gain an unfair benefit or advantage, or could other people call their ability to be impartial and fair into question. If so, the situation needs to be managed to avoid that risk.

**The purpose of this policy is to provide guidance on how to identify, disclose and manage potential or actual conflicts of interest.**

The Committee places great importance on making clear any existing or potential conflicts of interest for Officers.

1. Any business or personal matter which could lead to a conflict of interest of a material nature involving an Officer and his/her role and relationship with DSRHB, must be declared and registered in the Register of Interest.
2. All such entries in the Register shall be presented to the Committee and recorded in the minutes at the first committee meeting following entry in the records.
3. All conflicts of interest must be declared by the Officer concerned at the earliest time after the conflict is identified. There will be the opportunity at the commencement of each committee meeting for conflicts of interest to be declared.
4. The Committee shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
5. Where a conflict of interest is identified and/or registered, and the Committee has declared that it is of material benefit to the individual or material significance to the organisation, the Officer concerned shall not vote on any resolution relating to that conflict or issue.
6. The Officer shall only remain in the room during any related discussion with Committee approval.
7. The Committee will determine what records and other documentation relating to the matter will be available to the Officer.
8. All such occurrences will be minuted.
9. Individual Officers, aware of a real or potential conflict of interest of another Officer, have a responsibility to bring this to the notice of the Committee.

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| Policy developed by: Disability Sport and Recreation Hawke’s Bay |
| Date reviewed and adopted: June 2024 |
| Due date for Policy Review: June 2026 |
| File location: googledrive/policies/Conflict of Interest Policy |