



Conflict of Interest Policy

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POLICY & PROCEDURES FOR MANAGING CONFLICTS OF INTEREST IN ACCORDANCE WITH SECTION 25.2 OF THE EA CONSTITUTION

1. WHAT IS A CONFLICT OF INTEREST?

A conflict of interest will arise where a representative of Equestrian Australia may directly or indirectly **derive a benefit** in relation to or as a consequence of a decision to be made or action to be taken by Equestrian Australia and that person **participates in or is in a position of influence in relation to that decision or action.**

2. DUTY TO AVOID CONFLICTS OF INTEREST

Representatives of Equestrian Australia **must not** place themselves in a position where there is a real and sensible possibility of a conflict of interest.

A conflict of interest will also arise where an **associate** of the representative of Equestrian Australia may directly or indirectly derive a benefit in relation to a decision to be made or action to be taken by Equestrian Australia and the representative **participates in or is in a position of influence in relation to that decision or action.**

For the purposes of this policy an **associate** of a representative of Equestrian Australia will include:

- Close family members or business associates
- Companies or partnerships where the representative of Equestrian Australia is a shareholder, employee or director or otherwise derives a benefit from the company or partnership

3. WHO DOES THIS POLICY APPLY TO

This Policy applies to:

- (a) Directors of Equestrian Australia
- (b) Officers and employees of Equestrian Australia
- (c) Members of committees and panels established under the Membership & Committee By-laws including:
 - (i) National Sport Committees
 - (ii) National Coaching Accreditation Scheme Committee
 - (iii) International Competition & Development Fund Committee
 - (iv) EA Athletes Commission
- (d) Delegates and appointees of the Board, including: National Selectors; National Judicial Procedures Officer; National Medication Control Officer; the Chef de Mission; and other individual delegates and appointees provided for under the Membership & Committee By-law

4. **DUTY TO DISCLOSE CONFLICTS OF INTEREST**

Representatives of Australia referred to in section 3 have a duty to disclose conflicts of interest to the relevant person or body.

Directors of Equestrian Australia and the delegates and appointees of the Board should disclose conflicts of interest to the Chairman of the Board and the Chief Executive Officer of Equestrian Australia.

Employees and members of the committees and panels established under the Membership & Committee By-laws should disclose conflicts of interest to:

(a) If applicable, the chairman of the relevant panel or committee; and

(b) The Chief Executive Officer of Equestrian Australia

5. **PROCEDURES FOR MANAGING CONFLICTS OF INTEREST**

The action which a representative of Equestrian Australia should take if he or she is faced with an actual or potential conflict of interest in relation to a particular matter being considered will depend on the nature and circumstances of the conflict.

Generally it will include abstaining from voting on the matter and absenting himself or herself from all deliberations relating to the matter.

The Chairman of the Board or Chief Executive Officer of Equestrian Australia may also provide direction and guidance in relation to the procedures and steps to be taken at the time a representative of Equestrian Australia makes a disclosure under section 4.

6. **MAINTENANCE OF A REGISTER OF CONFLICTS OF INTEREST**

Equestrian Australia will maintain a register of conflicts of interests disclosed under this policy.

Members and Participating Members of Equestrian Australia may make a written application to the Chairman of the Board to inspect the register of conflicts of interest. The Chairman may refuse the application in circumstances where he or she reasonably considers the application to be frivolous or vexatious.