



Declaration of Interests Policy

Major changes to this document: Rebrand.

1.0 Purpose

Multicultural Australia encourages an open and transparent culture of declaration of interests. We understand that our employees and volunteers are people with many family, social and business relationships, and there may be times when a personal interest can come into conflict with our employment or volunteer roles responsibility.

This policy assists us to protect the integrity of our organisation by helping people understand what types of interests to declare, and situations where any interest they have may result in a potential or actual conflict of interest.

2.0 Principles

- We are ethical and expect our employees to be honest in their actions and their words.
- We always act in the best interest of our clients and organisation, and not for personal gain.
- While it is best to avoid conflicts of interest, we understand that they do happen. That's why we have a transparent process in place so we can effectively manage situations if they occur.

3.0 Scope

This policy applies to all employees, volunteers and contractors (referred to within this policy as 'employees').

Directors of the Board are excluded from the scope of this policy as they are covered by the *Directors' Conflict of Interest Policy*.

4.0 What interests do I need to declare and why?

When you start with us you are asked to declare any personal, professional, financial or business associations that you have that are related to your work here. Examples may include:

- You are a member of a management committee of a community organisation,
- You own or lease a property from Welcome Residential, or
- A member of your family is employed by a supplier/contractor we use.

We ask you to declare these interests so that we are aware of them and can effectively manage any potential conflicts that might arise.

5.0 What is a conflict of interest?

A conflict of interest arises when a declared interests is in conflict with the interests of Multicultural Australia. This means that you might, as a result of a decision you are involved in:

- Give preference or priority to a person, group, community or organisation that you have a personal, professional, financial or business connection with, or
- Use resources or information you get by working for us for personal gain or advantage for yourself, another person, group, community or organisation you are involved with.

6.0 What do I need to do if I have a conflict of interest?

Reporting conflicts as they arise creates and maintains a sense of trust and helps to make sure that no one is unduly criticised.

- It's okay to have a conflict of interest and it does not have to be a problem if it is managed effectively.
- As soon as you become aware that you might have a conflict of interest, you should report it to your line manager and complete the [DOI form](#).
- Ways that a conflict of interest might be managed include you being excluded from any meeting that discusses the relevant matter and any decision making around it.
- If you have a declared an interest and reported a potential conflict of interest, you should not take any action in the matter until you have received advice from HR.

7.0 Policy Owner

The Senior Manager, People is responsible for the review and implementation of this policy and procedure.

8.0 Responsibilities

These people...	Are responsible for...
All employees and volunteers	<ul style="list-style-type: none"> • Understanding this policy and procedure and reporting all interests at appointment, as they arise/change and on an annual review basis
Senior Manager, People	<ul style="list-style-type: none"> • Implementing this policy and procedure • Coordinating the investigation and management process, advising relevant Executive Managers and CEO
Human Resources Team Leader	<ul style="list-style-type: none"> • Receiving reports and escalating to the Senior Manager, People. • Coordinating the annual Register of Interests Review • Coordinating the on boarding processes • Maintaining the Register of Interests for employees
Line Managers	<ul style="list-style-type: none"> • Implementing this policy and procedure and ensuring all team members understand this policy and procedure.
Company Secretary	<ul style="list-style-type: none"> • Maintaining the Board Register of Interests

9.0 Definitions

This...	Means...
Conflict of interest	A personal, professional, financial or business interest that may (actually or appear to) influence a decision made or interfere with the performance of a role/responsibility

10.0 Related documents

[How do I declare a conflict of interest?](#)

[Declaration of Interests Form](#)

[Register of Interests](#)

[Code of Ethics and Conduct](#)