



Conflict of Interest - Policy & Procedures

The purpose of this conflict of interest policy is to ensure:

- decisions made are in the best interest of the Promotion Group (PG) and ALCA when contemplating entering into a transaction, contract or arrangement that might benefit the private or personal interests of members of the Committee members
- the PG Committee acts at all times in the best interest of the Promotion Group and ALCA
- PG Committee members do not directly or indirectly receive and profit from his or her position
- any financial interest is disclosed, and
- PG Committee members do not use their position to obtain information to achieve financial benefit for themselves or another close family member, friend, or for another organisation. Family includes anyone related by blood, marriage or domestic partnership.

These procedures will be followed to ensure decisions are made in the best interest of the Promotion Group and ALCA.

1. An interest register will be regularly maintained and monitored where PG Committee members will register any perceived, current or potential interests. The interest register will include information about:
 - the PG Committee member affected
 - the type of conflict of interest, and
 - how it will be ensured that decisions are made in the Promotion Group and ALCA's best interest.
2. At the beginning of every Promotion Group meeting, conflicts of interest will be declared that relate to the agenda items for discussion.
3. When there is a conflict of interest, the affected member will not take part in the discussion or decision making.
4. The minutes of meetings will record all disclosures and declarations of conflict of interest. This should include:
 - the type of conflict of interest
 - the member affected
 - whether the conflict of interest was declared in advance (new conflicts of interest will be added to the conflict of interest register)
 - a summary of the discussion, and
 - how it was ensured that decisions were made in the Promotion group and ALCA's best interest, including anyone that withdrew from the discussion and decision making.
5. An ongoing conflict register will record this information, and any related party transactions will be recorded in the Performance Statement at the end of the year.