



CBChange Conflict of Interest Policy

1.0 Organisation responsibilities

- ensure organisational or ethical values do not impede a participant's right to choice and control
- manage, document and report on individual conflicts of interest as they arise
- ensure that advice to a participant about support options (including those not delivered directly) is transparent and promotes choice and control.

2.0 Responsibilities of representatives

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest
- adhere to the conflict of interest policy and respond to any breaches.

3.0 Key management personnel responsibilities

- work with all representatives to avoid or manage any conflict of interest
- record all reported conflicts of interest in a register of interests document.

4.0 Gifts and benefits

- representatives of the organisation must not accept any offer of money, gifts, services or benefits that could cause them to act in a manner contrary to the interests of a participant
- representatives must have no financial or other personal interest that could directly or indirectly influence or compromise the choice of provider or provision of supports to a participant—this includes the obtaining or offering of any form of commission.

5.0 Examples of conflicts of interest

- financial interests
- personal and family relationships between employees/volunteers
- decisions regarding appointments, promotions or other decisions relating to employees

- acceptance of gifts or benefits e.g. monies, jewellery, make up, clothing, flights or holidays
- use of confidential and official information
- reproduction or use of copyright information for organisation's purposes only
- membership of, or employment in, another organisation that comes into serious competition with another organisation
- use of the organisation's facilities and equipment for personal benefit or the benefit of a third party.

6.0 What is not conflict of interest

- membership or affiliation with other organisations where there is no possible benefit or perception of benefit
- union representation or membership
- approved collaboration with other organisations.

7.0 Breach of conflict of interest policy

- failure to disclose a potential, perceived or actual conflict of interest is a breach of this policy
- disciplinary action may follow if it is deemed to be an incident of misconduct, wrongdoing or an abuse of power.

8.0 Policy Version and Review Date

Version issue date:	03/12/2025
Policy owner:	CBChange Pty Ltd
Approval authority:	CBChange Management
Original approval date:	12 April 2019
Review date:	03/12/2025