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Australian National University Student Media

CONFLICT OF INTEREST POLICY

I. This policy has been formulated in light of the Corporations Act 2001 (Cth).

- a. The term 'Director' will be used throughout in reference to members of the ANUSM Board of Editors.

II. Purpose

As board members of a media organisation, Directors of ANU Student Media should exercise extreme caution when identifying and acting on conflicts of interest. A conflict of interest has the potential to cause extensive and irreparable damage to the reputation of ANU Student Media and the Directors themselves, and could also jeopardise the relationship of service and trust between ANU Student Media and the ANU community.

The purpose of this policy is to protect the integrity of the decision-making process, to enable stakeholders to have confidence in the integrity of ANU Student Media, and to protect the integrity and reputation of all volunteers, staff and Directors.

III. General Obligations

All staff, volunteers and Directors of ANUSM will strive to avoid any conflict between the interests of ANUSM on the one hand, and personal, professional and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest. Examples of conflicts of interests include:

- a. A Director who is a family relative to a member of staff, in law or otherwise, and there is a decision to be made on staff pay;
- b. A Director who is also on the committee of another organisation that is competing with ANU Student Media for funding;
- c. A Director who has shares in a business that may be awarded a contract to do work or provide services for ANU Student Media.

IV. Disclosure Obligations for Directors

- a. A Director who has a material personal interest in a matter that relates to the affairs of the organisation must give the other Directors notice of the interest.

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- b. A Director who has an interest in a matter must give the other Directors standing notice of the nature and extent of the interest in the matter in accordance with section V. The notice may be given at any time, whether or not the matter relates to the affairs of the organisation at the time the notice is given.

V. Disclosure Procedure for Directors

- a. Upon appointment each Director will make a full disclosure of interests, such as relationships and posts held that could potentially result in a conflict of interest. This will be formally noted in the minutes of the first Board meeting of the Director's term.
 - i. The Deputy Editor-In-Chief is responsible for uploading a signed copy of these minutes to the ANUSM website within 48 hours of the meeting. Only the Directors declaring conflicts of interest are required to sign the minutes.
- b. When entering into a new interest, Directors must, at their earliest convenience, notify the Editor-in-Chief in writing, as well as formally declaring to the rest of the Board at the next Board meeting that they have entered into a new interest that could lead to a potential conflict, giving an outline of said conflict.
 - i. The Deputy Editor-In-Chief is responsible for uploading a signed copy of these minutes to the ANUSM website within 48 hours of the meeting. Only the Director declaring the conflict of interest is required to sign the minutes.
 - ii. The same process must be followed if a Director is terminating a conflict of interest. The Deputy Editor-in-Chief is again responsible for uploading a signed copy of these minutes to the ANUSM website within 48 hours of the meeting. Only the Director declaring the end to a conflict of interest is required to sign the minutes.
- c. During Board meetings, communication or activities, Directors must disclose any interests in a transaction or decision where there may be a conflict between the best interests of ANUSM and the Director themselves, or a conflict between the best interests ANUSM and another organisation in which the Director is involved. If in doubt, the potential conflict must be declared and clarification sought.
 - i. If clarification is sought, the Director declaring the conflict of interest may choose to obtain clarification from the Editor-in-Chief, or in the form of a Board majority decision.
 - ii. It is recommended that in such a case the Director should have their conflict noted in the minutes of the meeting.
- d. Upon declaring a conflict of interest, the relevant Director should abstain from voting on any motions relating to that interest. It is acknowledged that no member of the Board, nor the Board as a whole, can force a Director to abstain from voting. Directors have absolute and unconditional discretion to decide whether or not to abstain from voting on motions.

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VI. Disclosure Requirements for Volunteers

a. It is the responsibility of the Directors to inquire about the relevant potential conflicts of interest of the volunteers and staff under their supervision and to keep the Board informed of any conflicts.

Policy details

This policy was adopted by ANU Student Media on 23/01/2017.

This policy was last updated on 23/01/2017.