

TEACH US
* CONSENT

Conflict of Interest Policy

Policy Owner	Teach Us Consent Global
Point of Contact	HR Team
Date of Review	Conflict of Interest Policy v2.0 2025.03
Review due	April 2026

[Our conflict of interest position](#)

Teach Us Consent Australia is committed to fostering a culture of ethical and legal behaviour and maintaining good systems of governance. We recognise the importance of transparency and accountability across all areas of our organisation.

Conflicts of interest can occur in any organisation. So long as they are appropriately managed, they are not a problem. In order to reduce the risk that a conflict of interest becomes a problem, TUC expects all staff and representatives to be open and transparent about actual, potential or perceived conflicts of interest.

Aims and Scope

This policy applies to all Teach Us Consent staff and representatives, including paid employees, volunteers and Board Members. Its objectives are to:

- Reiterate Teach Us Consent's commitment to ethical and responsible conduct
- Outline the process for identifying, disclosing and managing conflicts of interest

Legislation and definitions

Australian Charities and Not-for-profits Commission Regulations 2022 (Cth)

ACNC Governance Standard 5 – Duties of responsible entities, requires Board Members of charities and not-for-profit organisations to act with integrity and common sense. This includes by:

- Acting honestly, fairly and in the best interests of the organisation
- Not misusing their position or information gained as a Board Member of the organisation
- Disclosing conflicts of interest.

External Conduct Standard 3 requires charities and not-for profit organisations to take reasonable steps to:

- Identify and document any actual or perceived conflicts of interest for its staff, Board Members and volunteers.

Conflict of Interest: occurs when there is a conflict between an individual's duties for Teach Us Consent and their private interests which may mean that a decision is made on the basis of the benefit to the individual, not the benefit to Teach Us Consent.

Personal interests include the interests and activities of the individual, as well as the interests of their family, friends and other organisations (including other not-for-profit organisations) they are involved with.

A conflict of interest may be actual, potential or perceived; it can be financial or non-financial.

Actual conflict of interest: occurs when an individual is being influenced by a conflicting interest.

Potential conflict of interest: occurs when an individual could be influenced by a conflict interest.

Perceived conflict of interest: occurs when it could appear that an individual is being influenced by a conflict interest.

Staff: Paid employees, volunteers and anyone undertaking work on behalf of TUC.

Representative: A board director or member of the organisation.

Managing conflicts of interest

Appropriately managing conflicts of interest is an important element of TUC's commitment to fostering a culture of ethical and legal behaviour and maintaining good systems of governance.

While conflicts of interest are likely to occur in any organisation, if they are appropriately managed, they do not need to become a problem. However, in cases where conflicts of interest are not appropriately managed they can cause significant damage to the organisation. In the most serious cases, conflicts of interest may breach the law.

Teach Us Consent manages conflicts of interest by:

- Where possible, avoiding conflicts of interest;
- Regularly asking staff and representatives to identify and disclose conflicts of interest;
- Appropriately managing conflicts of interest; and
- Responding appropriately to any breaches of this policy.

Responsibilities

Avoiding conflicts of interest

Where, possible, all staff and representatives should seek to avoid conflicts of interest, for example, by not engaging in new for-profit or for-profit activities that may result in a conflict of interest with their work with TUC.

If a staff member or representative finds themselves in a position in which there are regular and significant conflicts of interest arising, they are encouraged to consider whether the most appropriate course of action may be to resign their position with TUC.

Identifying and disclosing conflicts of interest

TUC has a Notifications of Interest form that Board Members and Board Advisors are required to complete upon accepting their appointment. Board Members are also asked to consider and declare any new conflicts of interest at the beginning of each Board meeting.

Staff are also asked to consider and declare any conflicts of interest upon beginning their role with TUC. They are also required to declare any conflicts of interest that arise during their time with TUC, in a timely manner.

Conflicts of interest will be logged in TUC's Register of Interests by the Secretary. The Register will include information about the nature and extent of the conflict of interest, as well as any steps taken to address it.

A register of related party transactions should be kept. When a related party transaction occurs and may result in a conflict of interest (actual, potential or perceived), it should be included in the Register of Interests by the Secretary.

Managing conflicts of interest

If a Board Member has a conflict of interest, the Board Members will determine whether it is appropriate for the Member with the conflict of interest to participate in discussions and/or vote on related matters.

If staff members have a conflict of interest, the Board will make a decision as to the most appropriate way to manage that conflict, based on the particular circumstances. For example, this may include: logging the conflict in the register but taking no other action; or, prohibiting the person with the conflict of interest from participating in any procurement or financial decisions related to the matter.

Confidentiality

The Register of Interests will be maintained by the CEO. It will be kept confidential, with only the CEO and Board Members having access to it.

In circumstances in which the CEO deems it necessary for another staff member to be granted temporary access to the Register, access will be provided if 75% of Board Members vote to approve their access.

Policy breach

If TUC staff are found to have breached this Policy, they may be subject to disciplinary action. The type of severity of the disciplinary action will depend on the circumstances of the case and seriousness of the breach. It will be determined by the Board. Examples of disciplinary action available to the Board include a formal warning, demotion, suspension, termination of employment, notification of relevant authority body e.g. police, that a law has been broken.

Review

This policy will be reviewed, and where appropriate, updated, on an annual basis.