



# Conflicts of Interest in Decision Making

## 1. Purpose of Policy

1.1 This policy outlines the obligations that members of the Lambert School Community have to protect the reputation of the Lambert School by maintaining high ethical standards, fairness and integrity in all dealings.

## 2. Policy Scope and Application

2.1 This policy applies to all members of the Lambert School Community who are in a position to exert influence over the Lambert School resources and activities.

## 3. Policy Statement

3.1 The policy outlines the principles for the declaration and management of any actual, potential or perceived conflicts of interest by the School community members. The policy applies to governance, employment, financial, commercial activity, board representation, volunteer, consultant and contractor arrangements.

3.2 All School Community members when performing their duties are required to act in good faith towards the School and where conflicts of interest do arise, to manage those conflicts appropriately in accordance with these principles:

to protect the School's interest ensuring that all decision making is impartial and objective;

to protect the reputation of the School by maintaining ethical standards of good judgement, fairness and integrity in all its dealings;

to ensure that employees always observe the highest standard of professional ethical conduct;

to avoid any activity or interest that might reflect unfavourably upon a staff member's own integrity and good name, or upon the integrity and good name of the School;

## 4. Identifying Conflicts of Interest

### 4.1 General Conflicts of Interest

Whilst it is not possible to set out a definitive list of instances, conflicts may arise through:

conflict of roles - Where individuals have more than one official role at the School or an official role in a different organisation, it may be difficult to keep their roles separate;

private interests - A conflict of interest may be pecuniary or non-pecuniary and can arise from avoiding personal losses as well as gaining personal advantage;

**5 All School Community Members are to:**

Follow the ethical standards of conduct expected of School Community Members as set out in the Staff Code of Conduct.

Restrict the extent to which a private interest could compromise, or be seen to compromise, their impartiality when carrying out their official duties;

Ensure that they do not use their official position or School resources for private personal gain or gain by others with whom the staff member has a relationship or personal association.

**6. Managing a Conflict of Interest**

6.1 All school community members are to report the conflict in writing to the Lambert School Board and Principal.