

4.0 Policies Related to Staff and Clients

4.2 Policy on Conflict of Interest

Where a conflict of interest occurs involving a member of the Board of Directors of Hagar Australia, or an employee, the person concerned should identify the conflict of interest.

The following procedures should be adopted:

1. Where goods or services are provided by a member, a proper tendering process should be established which includes obtaining at least three competitive quotations.
2. Members of the governing body should absent themselves from proceedings at meetings where a decision is taken which benefits themselves or any member of the member's family (including family companies) and will not vote on the decision.
3. A member should not accept the office of auditor, solicitor or other similar position where he or she serves on the governing body of the organisation or is directly related to a member of Hagar Australia.
4. Where an auditor acts on behalf of two clients (one of which is Hagar Australia) involved in a common transaction of a significant nature (e.g. sale of land or buildings from one client to the other) the auditor should:
 - provide frank and full disclosure of that conflict to both clients; and o disclose that conflict in the audit report.
5. A member must disclose any gifts they have been offered and/or accepted as a result of their association with Hagar Australia. It is expected that any valuable or otherwise inappropriate gifts should not be accepted.