AMMA Conflict of Interest Policy

1. Purpose

The purpose of this policy is to ensure that decisions and actions taken by the Australasian Military Medicine Association Ltd (AMMA) are, and are perceived to be, in the best interests of the Association and its members, and free from conflicts of interest. This policy outlines the responsibilities of Directors, Committee members, and representatives in identifying, declaring, and managing conflicts of interest.

2. Scope

This policy applies to:

- All Directors and Office Bearers of AMMA;
- Members of AMMA Committees, Working Groups, and Subcommittees; and
- Any person acting on behalf of AMMA in an official capacity.

3. Definition

A conflict of interest occurs when an individual's personal, professional, or financial interests could improperly influence, or be perceived to influence, their decision-making or actions in relation to AMMA's affairs.

Conflicts may be:

- Actual: The conflict currently exists.
- Potential: The conflict may arise in the future.
- Perceived: The situation could reasonably appear to give rise to a conflict, even if no actual conflict exists.

Examples include:

- Holding a financial or governance interest in an organisation that does business with AMMA;
- Using AMMA information or resources for personal benefit;
- Participating in a decision that could directly or indirectly benefit oneself, family, or associates.

4. Principles

AMMA expects all representatives to:

- Act honestly, fairly, and in the best interests of AMMA;
- Identify and declare conflicts promptly;
- Manage conflicts in an open and transparent manner;
- Maintain confidentiality in handling conflict declarations; and
- Refrain from participating in any discussion or decision where a conflict exists, unless otherwise approved by the Board.

5. Disclosure and Management Process

<u>5.1 Declaration of Interests</u>

- All Directors and Committee members must complete a Declaration of Interests Form upon appointment and update it annually.
- Any changes to declared interests must be reported to the President and recorded in the Register of Interests within 14 days.

<u>5.2 Identifying Conflicts</u>

When a potential or actual conflict arises, the individual must disclose it as soon as practicable to the President (or the Vice President if the conflict involves the President).

<u>5.3 Recording and Managing Conflicts</u>

- All disclosures must be entered into the Register of Interests.
- The Board will determine the most appropriate action, which may include:
  - Excluding the individual from discussions or votes;
  - Restricting access to relevant documents or information;
  - Requiring the person to relinquish the conflicting interest; or
  - Allowing participation subject to full disclosure where the risk of bias is minimal.

<u>5.4 Meeting Declarations</u>

At the start of each Board or Committee meeting, members must declare any conflicts of interest relating to the agenda. These will be recorded in the minutes and managed accordingly.

6. Breach of Policy

Failure to declare or appropriately manage a conflict of interest may constitute misconduct and result in disciplinary action under AMMA's Constitution or the Corporations Act 2001. Serious or repeated breaches may lead to removal from office or referral to relevant authorities.

7. Record Keeping

The Management Company will maintain a current Register of Interests, accessible to the President and the Board upon request. The register will be reviewed at least annually to ensure accuracy and completeness.

8. Related Documents

- AMMA Constitution
- Code of Conduct and Director Conduct Policy
- Board Charter
- Whistleblower Policy
- Fraud and Corruption Prevention Policy

9. Review

This policy will be reviewed every two years, or earlier if legislative or governance requirements change.