



CONFLICT OF INTEREST POLICY (MC Members and Volunteers) (KKSCP-003(B))

1. Definitions

- 1.1 “Organisation” refers to Kampong Kapor Community Services.
- 1.2 “Member” refers to a management committee (MC) member or management member or volunteer member of the organisation.
- 1.3 “Policy” refers to the Conflict of Interest Policy.
- 1.4 “Interest” means any commitment, investment, relationship, obligation, or involvement, financial or otherwise that may influence a person’s judgement. This would include:
 - a. Direct interest – ownership in the name of the member;
 - b. Indirect interest – ownership beneficially held through another investment, estate, trust or other intermediary;
 - c. Vested interest – personal stake or involvement, which may or may not include an expectation of financial gain; and
 - d. Deemed interest – a member is deemed to have an interest which his/her spouse holds an interest
- 1.5 A conflict of interest arises when the personal interests of the member may potentially interfere with the performance of his/her duties in the Organisation. When actual, potential or perceived conflict of interest arises, the integrity, fairness and accountability of the person may be affected, which could impede the best interest of the charity.

2. Purpose

- 2.1 Kampong Kapor Community Services as a responsible and accountable social service organisation, has an obligation to avoid situations where there may be real, potential or perceived conflicts of interest, which may arise where a member’s personal or family interest conflicts with those of the Organisation.
- 2.2 Such conflicts may create problems that may result in the following:
 - a. Cause damage to the Organisation’s reputation which may lead to its inability to sustain operations;

- b. Influence the members' judgment and compromise objectivity when conducting the Organisation's affairs;
- c. Restrict free discussion, thus resulting in decisions or actions that are not in the interests of the Organisation; and
- d. Risk the impression that the Organisation has acted improperly.

2.3 This Policy aims to protect both the organisation and its members from any appearance of impropriety.

3. **Declaration of Interests**

3.1 Given the stated purpose of this Policy, we require members to declare

- a. their interests, and any gifts or hospitality received in connection with their role in the Organisation; and
- b. when the transaction effected may result in a conflict of interest.

3.2 A declaration of interest form (Annex A) is provided for this purpose. The types of interest to be declared will include, but not limited to the following:

- a. Members who have friends or other personal or business relationships must carefully consider whether those relationships create conflicts of interest with their entrusted role in the Charity. Examples include:
 - i. hiring a relative or friend as an employee or vendor;
 - ii. buying or selling goods or services from/to a family business for which others might compete;
 - iii. having a personal relationship where there is an immediate reporting relationship;
 - iv. volunteering and/or having memberships in any other charities; or
 - v. receiving goods/services from beneficiaries.
- b. Members must declare and disclose any outside activities, financial interest or relationship that may pose a real, potential or perceived conflict of interest.

3.3 To be effective, the declaration of interests needs to be updated in written form at least annually and when any changes occur.

3.4 In situations where members are not sure what to declare, or whether/when your declaration needs to be updated, they are strongly encouraged to err on the side of caution or seek advice from the Board/Executive Director.

3.5 All disclosure of interest made by members and decisions made by the Board/Executive Director of the charity on such matters must be recorded, updated and filed with the Corporate Office.

4. **Operating Procedures**

- 4.1 If the MC needs to make a decision on an issue where the MC member(s) has/have an interest, it is the responsibility of the MC member(s) to:
- a. Identify the potential conflict of interest;
 - b. Not participate in discussion of the program or motion being considered; and
 - c. Not vote on the issue.
- 4.2 If the MC needs to make a decision on an issue where the MC member(s) has/have an interest, it is the responsibility of the MC to ensure that:
- a. All decisions require voting with a quorum of a majority present; and
 - b. Interested MC members must not vote on matters affecting their own interests.
- 4.3 It is the responsibility of the MC and/or Executive Director to:
- a. Follow existing procurement policy and processes.
 - b. Document potential conflict of interest by MC member(s) in the meeting minutes and adhere to the procedures and criteria of this policy.
- 4.4 It is the responsibility of any member of the Organisation to report any possible real, potential or perceived conflict of interest. If it is due to an oversight, the member concerned shall promptly inform the Organisation that he has been put in such a position of conflict of interest.
- 4.5 Any member of the Organisation or its Consultants/Business Partners shall refrain from obtaining any list of service users or members for personal or private solicitation purposes at any time during the term of their affiliation.
- 4.6 Any member who is also a user of the Organisation's services, or the carer of someone who uses the Organisation's services shall not be involved in decisions that directly affect the service received by the person he/she cares for. He/she shall declare his/her interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if the conflict concerns any other reason(s).
- 4.7 A member may, however, participate in discussions from which he/she may indirectly benefit, for example where the benefits are universal to all users.
- 4.8 The MC shall have the right to suspend any involvement of any member when it has come to their attention that a potential actual or perceived conflict has arose but has not been voluntarily disclosed by the relevant member.

5. Violations

- 5.1 Any violation will result in discipline, up to and including removal from the board, or expulsion from being a volunteer member of the Organisation.

CONFLICT OF INTEREST (MC & Volunteers)	Policy No.:	KKCSP-003(B)
Approved by: Management Committee	Version:	01
	Dated:	14 March 2019
Note: This policy pulls together policies and guidelines from existing documents.		



Kampong Kapor Community Services

Affiliated to Kampong Kapor Methodist Church

DECLARATION OF CONFLICT OF INTEREST DISCLOSURE FORM

I declare that, as of this date (tick on the box that applies to you most):

- I do not have any potential or actual conflict of interest existing between me and the Organisation.

- I have the following potential or actual conflict of interest with (Please elaborate and attach a separate sheet if space provided is insufficient):

I confirm that I have read and understood the whole segment of the Conflict of Interest Policy (KKCSP-003(B)) and that the disclosures made are complete and correct to the best of my knowledge and belief. I agree that should any conflict of interest situation arise in the course of my service, I will declare such a conflict immediately to the organisation.

Name

Signature

Designation

Date