THE IAN POTTER FOUNDATION
CONFLICTS OF INTEREST POLICY

Policy statement
It is the Company's policy that conflicts of interest and appearances of conflicts of interest be kept to a minimum.

However, the Foundations have always included, and benefited from employing individuals with close associations with other charitable entities that are appropriate recipients of grants. It is predictable that people with interest and expertise in the not-for-profit sector often will have such associations. The Company will not discriminate against worthy grant recipients because its employees serve those recipients in some role.

This policy describes, among other things, how decisions involving these and similar situations should be dealt with to ensure the integrity of the Foundations' grant making process. Its basic purpose is to avoid both the reality and the perception that employees have used their positions to derive inappropriate financial, personal or institutional benefits, and it should be interpreted and applied to achieve this purpose.

To assure impartial decision making, it is the policy of the Company that any conflicts of interest, or apparent or potential conflicts of interest, be fully disclosed before a decision is made on the matter involved, and that no employee participate in any decision in which he or she has a conflict of interest.

Definition
Generally, a conflict of interest may occur if an interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impairs the individual's ability to perform their employment responsibilities in the best interests of the Foundations.

An individual is considered to have a potential conflict of interest in respect of a particular matter to be considered by the Board of Governors, grant-making or other Board committee when:

- They, or any member of their family[1] may receive a financial or other significant benefit as a result of the individual's employment by the Company;
- The individual can influence the Foundation's granting, business, administrative, or other material decisions in a manner that leads to personal gain or advantage; or
- The individual has an existing or potential financial or other significant interest which impairs or might appear to impair the individual's independence in the discharge of their responsibilities to the Foundation.

Procedures
When a person begins their service with the Company, they shall file with the CEO a list[2] of their involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce a conflict of interest.

[1] The "family" of an individual includes their spouse, domestic partner, parents, siblings, children, and any other relative who resides in the same household.
[2] A form of declaration of interests accompanies this policy

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In addition to the disclosure required by the previous paragraph, each employee is under an obligation to the Company and to the community served by the Foundations to inform the Company of any position they hold or of any business or vocational activity that may result in a possible conflict of interest or bias for or against a particular grantee, action or policy, at the time such grant, action or policy is under consideration by the Company grant-making committee or other board committee of the Foundations.

Any possible conflict of interest on the part of any employee shall be disclosed to the CEO and made a matter of record as soon as the issue in question is raised and a possible conflict is known.

When the Board, grant-making committee or other committee is to decide upon an issue about which a person has an unavoidable conflict of interest, that person shall not participate in the Board's or the committee's deliberation unless directly requested by the Chair of the Board or Chair of the relevant committee to provide information or answer factual questions that may assist the Board or committee in making a wise decision.

Document History	
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