

Conflict of Interest Policy

1. Purpose

The purpose of this policy is to help Executive Committee members of the Australian and New Zealand College of Perfusionists to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the Australian and New Zealand College of Perfusionists and manage risk.

2. Objective

The Australian and New Zealand College of Perfusionists (Executive Committee, Board Members and sub-committee members, or other governance structure as relevant and called the 'Executive Committee' in this policy) aims to ensure that Executive members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of Australian and New Zealand College of Perfusionists.

3. Scope

This policy applies to the Executive Committee members of the Australian and New Zealand College of Perfusionists.

4. Definition of conflicts of interests

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the Australian and New Zealand College of Perfusionists. Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder). It also includes a conflict between an Executive Committee member's duty to the Australian and New Zealand College of Perfusionists and another duty that the Executive Committee member has (for example, to another professional body). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the Australian and New Zealand College of Perfusionists. Therefore these situations must be managed accordingly.

5. Policy

This policy has been developed to address conflicts of interest affecting the Australian and New Zealand College of Perfusionists. Conflict of interest are common, and they do not need to present a problem to the Australian and New Zealand College of Perfusionists as long as they are openly and effectively managed. It is the policy of Australian and New Zealand College of Perfusionists, as well as a responsibility of the Executive Committee, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to the Australian and

New Zealand College of Perfusionists. The Australian and New Zealand College of Perfusionists will manage conflicts of interest by requiring Executive Committee members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

5.1. Responsibility of the Executive Committee

The Executive Committee is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the Australian and New Zealand College of Perfusionists
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The Australian and New Zealand College of Perfusionists must ensure that its Executive Committee members are aware of [the ACNC governance standards](#), particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

5.2. Identification and disclosure of conflicts of interest

Once an actual, potential or perceived conflict of interest is identified, it must be entered into the Australian and New Zealand College of Perfusionists Conflict of Interests Registry, as well as being raised with the Executive Committee. Where every other Executive Committee member shares a conflict, the Executive Committee should refer to [ACNC Governance](#) to ensure that proper disclosure occurs.

The register of interests must be maintained by the ANZCP Administrative Office. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

5.3 Confidentiality of disclosures

This conflict of Interest Registry will be publicly available on the ANZCP website [link here](#). The public will have access to the information disclosed.

Access to disclosed information may be restricted to particular Executive Committee members or role-holders, as appropriate. Where heightened confidentiality is required, an alternative method for disclosure should be provided.

6. Action required to manage conflicts of interest

6.1. Conflicts of interest of Executive Committee members

Once the conflict of interest has been appropriately disclosed, the Executive Committee (excluding the Executive Committee member who has made the disclosure, as well as any other conflicted Executive Committee member) must decide whether or not those conflicted Executive Committee members should:

- vote on the matter (this is a minimum),
- participate in any debate, or

- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent an Executive Committee member from regularly participating in discussions, it may be worth the Executive Committee considering if it is appropriate for the person conflicted to resign from the Executive Committee.

6.2. What should be considered when deciding what action to take

In deciding what approach to take, the Executive Committee will consider:

- whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- the Australian and New Zealand College of Perfusionists' objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the Australian and New Zealand College of Perfusionists.

The approval of any action requires the agreement of at least a majority of the Executive Committee (excluding any conflicted Executive Committee member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the conflict of interests register.

7. Compliance with this policy

If the Executive Committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the Executive Committee may take action against them. This may include seeking to terminate their relationship with the Australian and New Zealand College of Perfusionists or other relevant sanctions that are proportionate to the seriousness of a breach, and as agreed to by a majority of the Executive Committee (excluding any conflicted Executive Committee member/s).

If a person suspects that an Executive Committee member has failed to disclose a conflict of interest, they must undertake relevant action such as to notify the Executive Committee, discuss with the person in question and allow a full, thorough and impartial investigation to occur. The person responsible for maintaining the Conflict of interest registry should also be informed of the investigation, informed of the outcome and for this to be recorded.

8. Handling Complaints Related to Conflicts of Interest

The matter may be referred for consideration under the *ANZCP Complaints Procedure* should the action above be deemed inappropriate, disputed, or unresolved through internal discussion. If any party disagrees with the handling or outcome of the matter under this policy, they may submit a formal complaint in accordance with the *ANZCP Complaints Procedure*, which provides an independent, structured, and fair process for review and resolution.