

# **The Skillinvest Group**

## **Board Conflict of Interest Policy**

Approved: **April 2010**



## **BOARD OF DIRECTORS - CONFLICT OF INTERESTS**

The board places great importance on making clear any existing or potential conflicts of interest for its members. All such conflicts of interest shall be declared by the member concerned and officially documented in a Conflicts of Interests Register.

Accordingly:

1. Any business or personal matter which is, or could be, a conflict of interest involving the individual and his/role and relationship The Skillinvest Group, must be declared and registered in the Conflicts of Interest Register.
2. All such entries in the Register shall be presented to the board and minuted at the first board meeting following entry in the records.
3. Where a conflict of interest is identified and/or registered, the board member concerned shall not vote on that issue. Only with the unanimous agreement of all other members present may the member concerned participate in any board discussion on that topic. Failing such agreement being reached, the individual shall either refrain from participation or leave the room.
4. When the Chairperson is aware of a real or potential conflict of interest involving one of or more board members, the Chairperson must take whatever steps are necessary to ensure that the conflict is managed in an appropriate manner according to this policy.
5. Individual board members, aware of a real or potential conflict of interest of another board member, have a responsibility to bring this to the notice of the board.

*Examples of conflicts of interest are:*

- When a board member, or his/her immediate family or business interests, stands to gain financially from any business dealings, programmes or services The Skillinvest Group.
- When a board member offers a professional service to the Skillinvest Group.
- When a board member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage.



## **Board Conflict of Interest Register**

Please list any financial interests or assets, or areas, which may arise as a conflict of interest to your duties as a Staff Member of the Skillinvest Group.

**Example:**

*I am a partner in Grundig Holdings, a wholesale rope company, which employs WORKCO Limited Apprentices and Trainees.*

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....
11. ....
12. ....

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

If your interests change, please notify the Executive Assistant to update your register.