



CONFLICT OF INTEREST POLICY
of the
AUSTRALIAN RADIO COMMUNICATIONS
INDUSTRY ASSOCIATION

Adopted by ARCIA Inc on August 10th, 2022.

Conflict of Interest Policy

A conflict of interest occurs when a person's personal interests' conflict with their responsibility to act in the best interests of ARCIA.

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, including their workplace and fellow employees.

It also includes a conflict between an ARCIA Executive Committee member's duty to ARCIA and another duty that the Committee member has.

A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present a risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of ARCIA.

Conflict of interests are common, and they do not need to present a problem to ARCIA as long as they are openly and effectively managed.

It is the policy of ARCIA, 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 of ARCIA.

ARCIA will manage conflicts of interest by requiring 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

An ARCIA committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.

The member may be directed to not be present while the matter is being considered at the meeting and or be directed not to vote on the matter. Where a meeting is being held by electronic means, the member with the conflict of interest will be required to recuse themselves from discussions and only contribute as a result of a specific request from another committee member.

This does not apply to a material personal interest which exists only because the member belongs to a class of persons for whose benefit the Association is established or that the member has in common with all, or a substantial proportion of, the members of the Association.

The ARCIA Executive Committee is responsible for:

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

If the Executive Committee has a reason to believe that a person subject to this 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 membership with ARCIA.