



**The Scout Association of Australia
Western Australian Branch**

BRANCH CONFLICT OF INTEREST AVOIDANCE POLICY

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This document outlines the policy for the Association in regard to avoidance of a conflict of interest.

It is intended as a reference document for Volunteers and Staff of the Scout Association of Australia, Western Australian Branch ("the Association").

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General Manager

for
The Scout Association of Australia, Western Australian Branch, Branch Management Committee

21 June 2005

DISTRIBUTION: All Scouts Australia (WA Branch) staff, members

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1. INTRODUCTION

1.1 Application

This policy applies to all members of the Association and provides guidance of the avoidance of a conflict of interest.

This Policy details:

- Conduct guidance,
- Ethical and legal compliance requirements,
- Application of the policy,
- Forms of personal benefit,
- Seeking additional guidance.

1.2 Supporting Documents

This policy is drawn from the writings of our founder, Robert Baden-Powell. In particular the Scout Promise and the Scout Law, which can be found in 'Introducing Scouting' published by Scouts Australia (Ninth Edition 2003, National Library of Australia Card No and ISBN 1 920745 07 6, National Scout Catalogue GNP 50235).

Copies of Baden-Powell's writings and 'Introducing Scouting' are held at the Branch Office. These may be accessed through your Group or District Leaders.

2. POLICY STATEMENT

2.1 Conflict of Interest Avoidance

The Scouting code of conduct is embodied in the Scout Promise and Law. It is not just a philosophy but a form of behaviour that guides our actions as members of a world-wide Scouting Movement.

However, the Promise and Law do not cover all situations, so additional guidance is needed from time to time. The guidance provided here, relates to situations where a conflict of interest may emerge. It expands upon our first law 'A Scout is to be trusted'.

3. CONDUCT

3.1 Individual Behaviour

As members of the Scouting Movement, be it a uniformed member, a staff member or a person in an official appointment (i.e. committee member), we:

- Do not seek personal gain that comes from our position, appointment or influence within the organisation.
- Use our organisation's resources responsibly and in the best interests of our fellow Scouts.
- Are responsible for our actions and accountable for their consequences.

3.2 Ethical and Legal Compliance

This behaviour is based on the ethical principle of honesty. It is also underpinned by Branch regulations and the legislation of our State and Nation that enforce responsible behaviour.

We must ensure that there is no actual or perceived conflict of interest or incompatibility between the fulfilment of our duties and our personal interests (which also extends to our immediate family members, business partners or close associates).

3.3 Application

As the majority of our members are our youth, this guidance may have little relevance to them as they practice Scouting. However, our leaders, staff members or persons in official appointments, may find themselves in situations that warrant consideration before they act.

Such situations may occur if we have a direct or indirect financial interest in a matter to be considered by our organization. When this occurs we will not take part in discussion or vote on the issue without the permission of the Chief Commissioner or where appropriate Branch Management Committee.

We recognise the onus is on each of us to keep ourselves informed and to identify possible conflicts of interest that may occur. When we do determine that a conflict of interest exists, we will disclose that interest by advising the Chief Commissioner or where appropriate the Branch Management Committee.

3.4 Personal Benefit

We have a duty to ensure that we do not seek or receive actual or perceived personal benefit from our position or status as a Scout, staff member or person in an official appointment.

Such benefit includes:

- **Purchasing offers and inducements**, where any company or individual with a proprietary or beneficial interest pays or contributes to any expenses associated with use of their goods or services.
- **Gifts** except for those that are accepted on behalf of the Branch as a whole (ceremonial mementos, etc). Gifts also include acts of hospitality, gratuity, reward, donation, commission or opportunity to purchase at values significantly below usual retail prices.

3.5 Additional Guidance

If after reading this guidance you are still not sure if a specific situation is a conflict of interest, please seek advice. Ask your Group Leader or your District or Branch Commissioner. If they are not sure they in turn will seek advice from the Chief Commissioner.

4. CONCLUSION

By the very nature of our business, as a not for profit organisation that exists to develop the youth of our State, it is not expected that many instances of conflict of interest may occur. However, as a principle of good governance and risk management, this guidance is provided to assist and protect you from any actual or perceived breach of our code of conduct.