

BS"D



# Yeshiva College Cheder Chabad

ABN 14 129 848 595

36 Flood Street (PO Box 18) Bondi NSW 2026, Australia

[reception@yeshivacollege.nsw.edu.au](mailto:reception@yeshivacollege.nsw.edu.au) +614 1168 6770

Executive Director: Rabbi Doctor Dovid Slavin

## Conflict of Interest Policy

### What is a conflict of interest?

All employees and other persons working for the School, such as Directors or volunteers, must act in the interest of the School. A conflict of interest arises where there is a difference between an individual's personal interests and the best interests of the School such that an independent observer might reasonably conclude that the professional actions of that person are unduly influenced by their personal interests or that they may receive a direct personal benefit from their actions.

Based on the above it is the duty of Yeshiva College's responsible persons to avoid situations in which personal interests or the interests of a relative or close associate may conflict either directly or indirectly with decisions made by the governing body, whether the conflict is actual, perceived or potential.

### Disclosure Statement

All responsible persons are required to:

complete a Conflict of Interest Disclosure Statement at the time they take up their role with the School whether or not they have material conflicts to disclose; and

- update this Statement annually at the start of the School year; and
- where their circumstances have changed since the existing disclosure was submitted, complete an updated statement.

Other members of staff and other persons working for the School, such as volunteers, are required to complete a Conflict of Interest Disclosure Statement if they have a material conflict.

### Register of Interests

The Disclosure Statements will be used by the General Manager to update the Register of Interests.

This Register will formally be tabled at every Board meeting. The School will ensure that declarations of conflict of interest are retained for at least seven years.

Should a conflict of interest arise, once the disclosure statement is completed and signed off by the Board it is the responsibility of the General Manager to notify BOSTES of the nature of the conflict.

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## CHECKLIST TO HELP IDENTIFY CONFLICTS OF INTEREST

In assessing whether you have a conflict of interest it may be helpful to ask the following questions. The test when assessing the situation is to ask: "Could this conflict with my duties at the School?" If you answer YES to any of the questions below, you may have an **actual**, reasonably **perceived** or **potential** conflict of interest. (Source: ICAC)

- Would I or anyone associated with me benefit from or be detrimentally affected by my proposed decision or action?
- Could there be benefits for me that could cast doubt on my objectivity?
- Do I have a current or previous personal, professional or financial relationship or association of any significance with an interested party?
- Would my reputation or that of a relative, friend or associate stand to be enhanced or damaged because of the proposed decision or action?
- Do I or a relative, friend or associate of theirs stand to gain or lose financially in some covert or unexpected way?
- Do I hold any personal or professional views or biases that may lead others to reasonably conclude that I am not an appropriate person to deal with the matter?
- Have I contributed in a private capacity in any way to the matter my Department/the School is dealing with?
- Have I made any promises or commitments in relation to the matter?
- Have I received a benefit or hospitality from someone who stands to gain or lose from my proposed decision or action?
- Am I a member of an association, club or professional organisation or do I have particular ties and affiliations with organisations or individuals who stand to gain or lose by my proposed decision or action?
- Could this situation have an influence on any future employment opportunities outside my current School duties?
- Could there be any other benefits or factors that could cast doubts on my objectivity?

If the answer to any of these questions is yes or if you still have any doubts about your proposed decision or action, you should seek direction from the School's General Manager or Board of Management.