



Conflict of Interest Policy

Purpose

This policy provides education and guidance to the identification, disclosure and management of actual, potential or perceived conflicts of interest (COI) to protect the integrity of Advanced Pharmacy Australia (AdPha) and manage risk.

This policy aims to ensure that representatives of AdPha are aware of their obligations 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.

Scope

This policy is applicable to all AdPha office bearers, staff, and members and those acting on behalf of AdPha. They are: Board of Directors, members of the Board sub-committees, Reference Groups, Advisory Groups, Branch office bearers, Specialty Practice Group and Leadership Committee members, AdPha staff, conference organising committees and members involved in the planning and delivery of AdPha activities.

Definitions

COI may arise when an individual has an actual, potential or perceived conflict between official duties and private interests (defined below).

An **actual COI** is one where there is a real conflict between the individual's official duties and responsibilities and their private interests.

A **potential COI** arises when an individual has private interests that could conflict with their official duties and responsibilities.

A **perceived COI** can exist when a third party could form the view that an individual's private interest could improperly influence the performance of their duties or responsibilities now or in the future.

Individuals may also have a **conflict of commitment** which is inherent as part of their duties and/or responsibilities with one organisation / employer conflicts with their duties and/or responsibilities with another organisation/employer.

The term **private interests** include not only the individual's own personal, professional or business interests but also the personal, professional or business interests of individuals or groups with whom they are closely associated.

Private interests can be divided into:

- **Pecuniary interests** which involve an actual, potential or perceived financial loss or gain. Money does not need to change hands for an interest to be pecuniary.
- **Non-pecuniary interests** do not have a financial component. They include any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement with another person or group.

The identification of a COI **does not imply wrongdoing**. Most conflict situations can be satisfactorily dealt with through full disclosure with appropriate assessment and management.

Policy Statement

This policy has been developed because COIs commonly arise, and do not need to present a problem to AdPha if they are openly and effectively managed. It is the policy of AdPha as well as a responsibility of the AdPha Board, 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 AdPha.

AdPha will manage conflicts of interest by requiring representatives of AdPha 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.

To help you identify, prevent or minimise impacts of, and manage COI, please refer to the Australian Charities and Not-for-Profits Commission on [Managing Conflicts of Interest](#).

Once an actual, potential or perceived COI is identified, representatives of AdPha will complete a COI Disclosure Form (Appendix A) to be reviewed by the Chief Executive, President, or HR

This will be entered into the AdPha Register of Interests, as well as being raised with the AdPha Chief Executive/Company Secretary. The AdPha Register of Interests must be maintained by HR, and record information related to a COI (including the nature and extent of the conflict of interest and any steps taken to address it).

AdPha Directors are expected to disclose any new COIs prior to each Board meeting. Other representatives of AdPha are expected to disclose any new COIs as they arise.

Compliance

All AdPha office bearers, staff, and members and those acting on behalf of AdPha are responsible for the compliance and implementation of this policy.

If AdPha has reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances. If a person suspects that a representative of AdPha has failed to disclose a COI, they may, if appropriate notify the Chair of the relevant branch or working group (affected body). The Chief Executive, President, or HR will support the Chair in managing the process.

If it is found that this person has failed to disclose a COI, AdPha may take action against them. This may include seeking to terminate their relationship with AdPha.

Version Control	
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Audience	AdPha staff, Directors, Branch Committee members, contractors, consultants, volunteer members working on AdPha events, projects or activities and any other representative of AdPha
Next review	January 2026