



<b>AUSTRALIAN NATIONAL WORKING EQUITATION</b>	<b>Conflicts of Interest</b>
Document Number:	P003
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Responsible Portfolio:	Board
Authority	This Policy is made under the ANWEL Constitution. It is binding on all Members of ANWEL.
Signature	Alison McLean <small>Digitally signed by Alison McLean Date 25/11/23</small>
Related Policies	Integrity Framework Code of Conduct Social Media Policy Member Protection Policy Privacy Policy

## 1. Introduction

It is acknowledged that occasionally conflicts of interest may arise.

A Conflict of Interest arises when an individual, who is in a position to influence a decision within ANWEL, has the potential to exploit that position to benefit personally, for a friend, family member or another connection, at the expense of ANWEL, an affiliated State or Club's best interests.

## 2. Scope

This Policy applies whenever a board/committee member, official, judge, coach or member of ANWEL, and its affiliated States Association and Club who recognises, or should reasonably recognise, that he/she has a Conflict of Interest.

## 3. Definition

A Conflict of Interest includes perceived and potential conflicts as well as actual conflicts of interest.

- A *perceived* conflict of interest is one which a reasonable person would consider likely to compromise objectivity.
- A *potential* conflict of interest is a situation which could develop into an actual or perceived conflict of interest.



An **interest** is a financial or non-financial interest involving the person, or a connected person. A connected person is anyone with whom the individual in question has a relationship which is likely to appear to a reasonable person to influence individual's objectivity including but not limited to close family, their partner and close personal friends.

## 4. Declaration of Interest

All ANWEL board/committee members, official, judge or coach of ANWEL must declare their interests in connection with their role.

Conflicts of Interest should be declared at the earliest opportunity.

If a person is not sure what to declare, or whether/when a declaration needs to be made it is recommended to err on the side of caution and discuss with the relevant ANWEL Chair, State or Club President.

Conflicts of Interest are to be noted in meeting minutes or official documents.

In the event where it is subsequently discovered that one or more persons involved in a decision have not declared their conflict of interest, the Chair/President will decide whether the matter needs to be reconsidered and may so direct action.

## 5. Managing Conflicts of Interest

At every meeting the Chair of the meeting is required to ask those attending to declare any interest(s) linked to any item on the agenda. All notifications (including "none") must be reported in the minutes of the meeting along with the actions taken by the Chair to manage the conflict.

If a conflict decision is challenged all information must be referred to the Chair/President who will be responsible for reviewing the decision and any provide written recommendations for any action.

In managing a conflict of interest, the following is to be considered:

- not taking part in discussions of certain matters
- not taking part in decisions relating to certain matters
- declaring an interest linked to a particular sponsor or third party
- matters which ought be communicated directly to the Committee and or Board and not through association with Committee and or Board Members.

If the conflict relates to the Chair/President of the meeting,

- he/she must vacate the Chair until the particular matter has been addressed



- stepping aside from any involvement in a particular discussion, activity, task or decision.

## 6. Conflicts That Cannot Be Managed

Situations may arise where the Chair/President decides it is not possible to manage the conflict, in these circumstances the Chair/President will request a meeting with the individual concerned to discuss and agree the way forward.

The full details may or may not be included in the minutes as determined by the agreement and level of confidentiality.

## 7. Policy breach

Non-compliance to this policy may result in the termination of any official role/ position within ANWEL and or ANWEL membership.

## 8. Application

This Conflict of Interest Policy applies to persons who are involved with the activities of ANWEL, whether they are in a paid or unpaid/voluntary capacity and include:

- persons appointed or elected to Boards, Committees and Sub-Committees of ANWEL
- employees of ANWEL
- members of ANWEL including life members
- members of any State Associations which are affiliated with ANWEL
- members of any Clubs which are affiliated with ANWE
- any horse riders who register with ANWEL and pay a rider's levy
- support personnel, including coaches, managers, veterinarians, physiotherapists, psychologists, masseurs, trainers, grooms and others
- referees, judges and other officials
- participants, parents, guardians and spectators.

