



HFA Policy: Conflict of Interest



**Hemispherectomy
Foundation**
AUSTRALIA

Purpose

The purpose of this Conflict-of-Interest Policy is to protect the interests of the Hemispherectomy Foundation Australia when entering any arrangements that might benefit the private interest of a responsible person. This policy is intended to supplement but not replace any applicable laws governing conflict of interest applicable to charities and not-for-profit organisations in Australia.

Definitions

A conflict of interest arises when a responsible person's personal interests conflict with their responsibility to act in the best interests of the charity. Personal interests can be direct or indirect and include pecuniary and non-pecuniary interests of the responsible person or their relatives, business partners or close associates.

Policy

It is the policy of Hemispherectomy Foundation Australia that responsible persons will disclose any actual, potential or perceived conflicts of interest. The disclosure shall be made to the executive committee.

Once a conflict of interest has been disclosed, the executive committee will give due consideration to what action should be taken to manage the conflict, including whether the conflicted person:

- Should be excluded from discussion and decisions relating to the matter of conflict
- Should withdraw from their position temporarily
- Can be involved provided that agreed safeguards are put in place

Any such disclosure and the subsequent actions taken will be documented in the committee minutes.

Specific Situation - President's Paid Project Management Role

In the case where the elected volunteer President of Hemispherectomy Foundation Australia is also taking on a paid project role, the following additional requirements will apply:

- The President has disclosed their paid role and scope of duties to Hemispherectomy Foundation Australia members. This occurred at the Annual General Meeting and has been minuted with meeting minutes made available to HFA members.
- The President will not be involved in substantial decisions relating to their paid role.
- The committee will appoint a Vice President to endorse matters directly related to the President's paid role.

The committee will act in accordance with the Australian Charities and Not-for-profits Commission governance standards, including standards relating to conflicts of interest, to maintain Hemispherectomy Foundation Australia's registered charity status.

Date: July 2025