



# **Auckland Diving Community Trust (ADCT) Conflicts of Interest Policy**

## **1. Purpose**

Auckland Diving Community Trust (ADCT) is committed to acting with integrity, transparency, and in the best interests of its charitable purposes.

The purpose of this policy is to:

- identify and manage conflicts of interest
- ensure decisions are made fairly and impartially
- protect ADCT, its trustees, and its beneficiaries
- support good governance in accordance with the Trust Deed

## **2. Scope**

This policy applies to:

- trustees
- employees and contractors
- coaches and instructors
- volunteers
- any other persons involved in decision-making for or on behalf of ADCT

## **3. What Is a Conflict of Interest**

A conflict of interest arises when a person's personal, professional, or financial interests could:

- influence, or be perceived to influence, their decision-making, or
- conflict with the best interests of ADCT

Conflicts may be actual, potential, or perceived.

## **4. Disclosure of Conflicts**

All persons covered by this policy must:

- declare any actual, potential, or perceived conflicts of interest as soon as they arise
- disclose conflicts before participating in relevant discussions or decisions
- regularly review and update their declared interests where circumstances change

ADCT will maintain a register of interests to record declared conflicts and support transparency and consistency in governance.

## **5. Managing Conflicts of Interest**

Where a conflict of interest is identified:

- the conflicted person must not participate in discussion or decision-making on the matter
- the conflicted person may be excluded from part or all of the meeting where appropriate
- decisions must be made in the best interests of ADCT

Conflicts should be managed not only where they exist, but where they may reasonably be perceived to exist.

The Chair (or delegated person) is responsible for ensuring conflicts are appropriately managed during meetings.

## **6. Pecuniary Benefit**

No trustee may benefit from their role except:

- for reimbursement of legitimate expenses, or
- for fair payment for necessary services, where permitted by the Trust Deed and subject to appropriate conflict management

## **7. Breach of This Policy**

Failure to declare or appropriately manage a conflict of interest may result in:

- removal from decision-making
- further action by ADCT where appropriate
- removal from a role in accordance with the Trust Deed

Concerns about the management of conflicts of interest may be raised in accordance with the ADCT Complaints Policy.

## **8. Relationship to the Trust Deed**

This policy operates under and in support of the ADCT Trust Deed and does not override trustee duties or legal obligations contained within it.

## **9. Relationship to Other Policies**

This policy operates alongside:

- ADCT Complaints Policy
- ADCT Code of Conduct

## **10. Review**

This policy will be reviewed annually by the Trustees to ensure it remains fit for purpose and aligned with ADCT's governance framework.

### **DOCUMENT MANAGEMENT AND CONTROL**

Approved by the Board of Auckland Diving Community Trust

Date approved: 29/07/2026

Amendment approved date: 29/07/2026

Links updated: 22/08/2026

Uploaded to website: 22/08/2026

Review date: 29/07/2027