

Conflict of Interest Policy

William Martin

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## Conflict of Interest Policy

Prepared on Behalf of  
William Martin Property Consultants Limited

Dated: April 2017

Document Author  
Rachel Scott

The purposes of this policy are to protect the integrity of the Company's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of staff, members and directors.

### **Conflict of Interest Defined**

A conflict of interest is defined as an actual or perceived interest by an employee/Board member in an action that results in, or has the appearance of resulting in, personal, organisational, or professional gain. A conflict of interest occurs when an employee/Board member has a direct or fiduciary interest in another relationship.

The definition of conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the organisation or group.

An example, for instance, might involve a person who is an employee and a Board member, or a person who is an employee and who hires family members as consultants.

### **Employee Responsibilities**

It is in the interest of the organisation, individual staff, and Board members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimise organisational and individual stress that can be caused by a conflict of interest.

Employees are to avoid any conflict of interest, even the appearance of a conflict of interest.

The appearance of a conflict of interest can cause embarrassment to the organisation and jeopardise the credibility of the organisation. Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to your supervisor immediately.

Employees are to maintain independence and objectivity with clients, the community, and organisation. Employees are called to maintain a sense of fairness, civility, ethics and personal integrity even though law, regulation, or custom does not require them.

### **Acceptance of Gifts**

Acceptance of gifts is only allowed when in line with the Company's Gifts and Hospitality policy. This applies to Employees, members of employee's immediate family, and members of the Board.