

CONFLICT OF INTEREST POLICY

Policy number	1.0	Version	1.0
Drafted by	AARE Executive Office Manager	Approved by Executive Committee on	July 2022
Responsible person	AARE Secretary	Scheduled review date	July 2023

All Executive Committee members, sub-committee members, contractors and volunteers must sign a declaration of interests upon appointment. If an actual, potential or perceived conflict of interest is identified, it must be entered into the AARE register of interests, as well as being raised with the AARE Executive Committee.

Once the conflict of interest, or potential or perceived conflict of interest, has been appropriately disclosed, the AARE Executive Committee (excluding any executive committee member disclosing) must decide whether a conflicted Executive Committee or sub-committee member should:

- vote on the matter
- participate in any debate relevant to the matter
- be present during the debate and the vote

In exceptional circumstances, such as where there is a significant conflict or it is likely that an Executive Committee or sub-committee member may be prevented from regularly participating in discussions, the Executive Committee may consider whether it is appropriate for that person to resign.

Considerations when deciding what action to take include:

- whether the conflict needs to be avoided, mitigated or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to participate in decision making in an impartial manner
- AARE's objects and resources
- AARE's reputation and standing

The approval of any action requires the agreement of at least a majority of Executive Committee members (excluding any conflicted executive committee members) present and voting at the meeting. The action and result of the vote will be recorded in the minutes of the meeting and in the register of interests. If there is a conflict that cannot be agreed or resolved by committee, it can be escalated to the AARE President for decision.

All conflicts are to be advised to the AARE Secretary who will update the appropriate register. The meeting agenda for AARE Executive Committee meetings should ask for disclosure of conflicts as relevant to the agenda and list standing interests (refer to the AARE Register of Interests).

Authorisation



26th July 2022

President Professor Allyson Holbrook on behalf of Professor John Lester, Secretary
Australian Association for Research in Education