

ADRA NZ's CONFLICT OF INTEREST AND DISCLOSURE POLICY

A. CONFLICT OF INTEREST

1. All members of committees, governing boards, officers, employees and volunteers, of ADRA NZ, have a duty to be free from the influence of any conflicting interest when they represent ADRA NZ in negotiations or when otherwise making a decision in respect of ADRA NZ's affairs. They are expected to deal with all decision-making concerning ADRA NZ by giving preference to what is in the best interests of the organisation without favour or preference to third parties or personal considerations.
2. Directors, officers and employees of ADRA NZ should at all times demonstrate not less than the standard of personal probity and the duty to avoid conflicts of interest as are required in secular organisations.
3. A director, officer, committee member, volunteer, or employee should at all times act honestly, with prudence and diligence in the discharge of duties and the exercise of relevant powers.
4. A director, officer, committee member, volunteer, employee or a person formerly holding such positions, should only make use of information acquired by virtue of holding such position for the purposes of ADRA NZ and must not use such information to gain personal advantage, directly or indirectly, or for any other person or organisation or to cause detriment to ADRA NZ.
5. No director, officer, committee member, volunteer, or employee of ADRA NZ should make improper use of such position to gain directly or indirectly, personal advantage or for any other person or organisation or to cause detriment to ADRA NZ.
6. A potential conflict of interest may arise when a director, officer, committee member, volunteer, or employee of ADRA NZ has such a material personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgement he/she exercises on behalf of the organisation, or otherwise give rise to a perception of a conflict of interest. He/she is to consider only the interests of the organisation, and faithfully follow its established policies.
7. A director, officer, committee member, volunteer, or employee has a duty to be free from the influence of any conflicting interest or commitment when serving ADRA NZ or representing it in negotiations or dealings with third parties. Both while on and off the job an employee is expected to protect the best interests of ADRA NZ. The following list, though not exhaustive, describes circumstances and conditions that illustrate conflict of interest or commitment:
 - a. Engaging in outside business or employment that encroaches on ADRA NZ's call for the full services of its employees even though there may be no other conflict.
 - b. Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organisation.

- c. Accepting any gratuity, gift, benefit or favour of more than nominal value and beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work carried out for ADRA NZ other than the compensation agreed between the organisation and the employee and in accordance with policy.
 - d. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by ADRA NZ for personal profit or advantage, directly or indirectly.
 - e. Using ADRA NZ's personnel, property, equipment, supplies, or goodwill for other than approved activities, programs and purposes.
 - f. Expending unreasonable time, during normal business hours, for personal affairs or for other organisations, to the detriment of work performance for the ADRA NZ.
 - g. Using one's connections within the organisation to secure favours for oneself, one's immediate family or other relatives.
8. Because of the common objective embraced by the various organisational units and institutions of the Seventh-day Adventist Church, membership held concurrently on more than one denominational committee or board, does not of itself constitute a conflict of interest provided that **all** the other requirements of the policy are met. While serving as an officer, trustee, or director of multiple denominational entities is thus acknowledged and accepted, an officer, trustee, or director serving on ADRA NZ's board is expected to act in the best interest of ADRA NZ and its role in denominational structure.

B. DISCLOSURE OF INTEREST

1. Legislation in NZ requires a director of a company to declare any conflict of interest. Where such conflict of interest occurs the director must declare in writing the nature, character and extent of such conflict to the appropriate committee or board.
2. An officer, committee member, volunteer, or employee shall also declare in writing the nature of any personal interest to the relevant committee or board as soon as practicable after becoming aware of any potential conflict of interest. The secretary of the committee or board shall record such declaration of interest in the minutes of the meeting at which such declaration was made or presented.
3. A director, officer, committee member, volunteer, or employee shall, upon appointment and annually thereafter, indicate acceptance of and compliance with the Conflict of Interest and Disclosure Policy by signing the statement of acceptance the wording of which is given below:

**DISCLOSURE OF INTEREST
STATEMENT OF ACCEPTANCE**

I, affirm that this declaration applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents) and its provisions shall protect any organisation affiliated with or subsidiary to ADRA NZ.

Should facts change in the future that may create a potential conflict of interest, I agree to notify ADRA NZ's Chief Executive Officer in writing as soon as I become aware of changed facts or circumstances.

1. I have read and understood ADRA NZ's Policy on "Conflict of Interest and Disclosure Policy".
2. I am in compliance with the Conflict of Interest and Disclosure Policy as printed above.
3. Except as disclosed below:
 - a. Neither I nor my family have a financial interest or business relationship which competes with or conflicts with the interests of the organisation.
 - b. Neither I nor my family have a financial interest in nor am or have been a director, officer, committee member, volunteer, or employee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than five per cent (5%) ownership in any entity with publicly traded securities) which is or has been doing business with or is a competitor of the organisation.
 - c. Neither I nor my family receive/received any payments or gifts, monetary or non-monetary (other than of nominal value) from other denominational entities, suppliers, or agencies doing business with the ADRA NZ
 - d. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organisation affiliated with or subsidiary to the organisation in any decision-making process involving financial or legal interests adverse to the organisation.

Disclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

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Signature

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Position/Title

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Date