

QUAKER SERVICE AUSTRALIA LIMITED
Unit 14, 43-53 Bridge Road, Stanmore, NSW 2048
ABN 35 989 797 918 ACN 618 346 839
POLICY STATEMENT AGAINST CONFLICT OF INTEREST

The Constitution defines the management of Conflicts of Interest of Management Committee Members. The Policy on Governance (section C2 below) provides mechanisms for all QSA members. Under these mechanisms, any actual, potential or perceived conflicts of interest are to be identified and reported by QSA members as the first item of business for Management Committee or Linkages Committee meetings. The response is minuted and an appropriate approach determined by the Committee.

For a Management Committee meeting, if a personal interest is material, the person(s) with the conflict cannot participate in discussion or decision-making, with exceptions related to interests common to all company members, certain specified matters or subject to a defined Management Committee process.

A register of disclosed conflicts of interest is maintained.

The concept of conflict of interest is also shared with and explained to project partners and QSA staff in procurement guidelines. In making significant purchases of items of a portable or attractive nature, project partners are required by QSA to obtain up to three written quotes from suppliers. While acknowledging limited suppliers in some rural locations, QSA expects there be no relationship between decision-makers and potential suppliers. This enables an un-biased and transparent process.

From QSA's Policy on Governance

C.2 Each member duly appointed by the nominations process outlined in the constitution, is expected to study the agenda and background papers ahead of the meeting so as to be fully acquainted with the subjects to be discussed, enabling them to identify any **actual, potential or perceived conflicts of interest**, where the personal interest of an individual or group directly conflict with the best interests of QSA, by exerting undue influence in a decision, or has the potential to impact on the development principles of QSA.