



RESP-FIT

RESPIRATOR FIT TESTING
TRAINING & ACCREDITATION

Conflicts of Interest Policy

RESP-FIT Committee

ARBN: 637 163 850

ABN: 50 423 289 752

Procedure number: AIOH-RESPFIT-06

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1.0 Introduction

- 1.1 The AIOH and RESP-FIT are committed to high standards of ethical conduct and accordingly place great importance on making clear any existing, potential or perceived conflict of interest.

2.0 Purpose

- 2.1 This policy has been developed to provide a framework for all RESP-FIT Board and Committee members in declaring and managing conflicts of interest including gifts, gratuities and hospitality, as well as access to information and outcomes regarding assessments for accreditation or approved training providers.

3.0 Membership Criteria and Structure

- 3.1 All potential and perceived conflicts of interest shall be declared by the AIOH member concerned, and documented in the AIOH's Conflicts of Interest Register, or in Monday.com when allocated an individual or training provider to assess. Refer to Appendix A.
- 3.2 Where a RESP-FIT Board and/or Committee member has a conflict of interest, as defined by – “a situation where a person's own or employer's interests, or a duty towards someone else, may affect the way they carry out a duty towards others” –, that member or employee should not initiate or take part in any Board / Committee discussion on that topic (either in the meeting or with other Board/Committee members before or after the meetings), unless expressly invited to do so by unanimous agreement of all other members present, or participate in any vote on that matter.
- 3.3 The Board may supplement the Section 3.2 definition of conflict of interest if they so wish, in which case the same procedures outlined in this document shall apply.
- 3.4 RESP-FIT Board and/or Committee should not solicit gifts, benefits or hospitality in performing their official duties and should not accept offers of gifts, benefits or hospitality from any person or organisation where there is a real or potential risk of compromise or conflict of interest.

4.0 Definitions

- 4.1 In simple terms a conflict of interest occurs when a member's personal or business interests may conflict with their responsibility to act in the best interests of the RESP-FIT or the AIOH.
- 4.2 RESP-FIT Board and/or Committee members should always attempt to avoid any conflict arising between their personal or business interests (or the interests of any other related person or body) and their duties related to RESP-FIT. Conflicts of interest inevitably arise because RESP-FIT Board and Committee members are also members of the respirator fit testing and AIOH community and may have family, social or business relationships.



4.3 Conflict of Interest' is defined as applying:

4.3.1 Where a RESP-FIT Board and/or Committee member stands to gain financially from any business dealings, programs or services of the AIOH and RESP-FIT, other than where;

- i. The member falls into the class of people benefited by RESP-FIT or the AIOH and the financial gain is of a nature common to other beneficiaries; or
- ii. The person is an employee of the AIOH, and the financial gain is of a nature common to another employee.

4.3.2 under the by laws of the AIOH

- i. Where the immediate family or business connections of a member stands to gain financially from any business dealings, programs or services of the AIOH;
- ii. Where the person is an employee of the AIOH;
- iii. Where a member of the Council has a role on the governing body of another organisation, where activities of that other body may be in direct conflict or competition with the activities of the AIOH and RESP-FIT.

4.4 The type of conflicts of interest that are simple to identify are those that involve direct financial benefit for the member or employee or their family, such as awarding of a contract to the member's family, business or employer. Indirect financial benefits can also arise under these circumstances e.g. making use of inside information to give your business or employer a competitive advantage.

Other conflicts can arise where decisions are made in a particular way to benefit a friend or colleague; the decisions involve a conflict of loyalties; or your personal or religious opinions, values or beliefs may be in conflict with a proposed action or decision; or a proposed decision may result in your family, friends or colleagues receiving a non-financial benefit they would otherwise not be entitled to receive.

4.5 Gifts and gratuities can include money in cash or kind; offers of hospitality for non-official business; merchandise; special personal discounts; an item or benefit that may compromise either the individual or the AIOH.

4.6 RESP-FIT Board and/or Committee members will be assessing and reviewing applications and accreditation videos and may have other unique relationships. Other conflicts of interest to specific RESP-FIT activities may include;

- i. Personal relationships/friendships outside of work with the applicant
- ii. Members who are currently or within the past year employed by the same company (business / organisation) as the applicant
- iii. Members who work as competitors to the applicant in the same geographical region and/or product category



- iv. Members who have a current business/employer relationship such as a consultant and client relationship.
- v. Assessors who are also Approved trainers and students they have trained.

5.0 Responsibilities

- 5.1 The Chair is responsible for bringing this policy to the attention of the board and committee members.
- 5.2 All RESP-FIT Board and/or Committee members are responsible for complying with this policy.

6.0 Procedure

- 6.1 RESP-FIT Board and/or Committee members must declare any conflicts of interest either at the time they arise either in a Board meeting or at the time a committee member is being allocated to assess an organisation or individual. The nature of this conflict of interest should be entered into the meeting minutes (if applicable), documented in the Conflict of Interest Register and stored on RESP-FIT SharePoint site(Appendix A) or recorded in Monday.com.
- 6.2 Where a conflict of interest or potential conflict of interest, is identified and/or registered, the Board/Committee member concerned shall leave the room/log off a virtual meeting as soon as that item comes up for discussion.
- 6.3 The member shall not vote on that issue, or initiate or take part in any discussion on that topic (either in the meeting or with other Board/Committee members before or after the meeting(s), unless expressly invited to do so by unanimous agreement of all other members present.
- 6.4 The member will not be allocated to review that application.
- 6.5 If a person declares themselves as having an existing or potential conflict of interest, confidentiality will be respected.
- 6.6 A Board or Committee member who believes another member has an undeclared conflict of interest should specify in writing the basis of this potential conflict to the Chair.
- 6.7 If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the RESP-FIT Board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to the AIOH Ethics Committee. The Ethics Committee will make a recommendation to the RESP-FIT Board as to what action shall be taken.
- 6.8 As a matter of principle, RESP-FIT Board and/or Committee members cannot accept gifts and gratuities. RESP-FIT understands, however that small tokens of goodwill may be exchanged between us and our service providers or professional associations, and on special occasions.



- 6.9 Gifts may only be accepted provided they do not exceed AUD\$100 in value, or result in personal gain for the receiver, or favourable treatment for the giver. These should be declared if a member is unclear to the value of the gift or whether it meets these requirements, application to the Chair should be made prior to accepting the gift.

7.0 Breach of this Policy

- 7.1 Compliance with this policy is mandatory for all RESP-FIT Board and Committee members.
- 7.2 Any breach of this policy may result in a determination from the AIOH council regarding disciplinary action.



8.0 Appendix A: Conflict of Interest Register

This register is to be used by the Chair of the RESP-FIT Board and Committee, to record conflicts of interest identified by Board and Committee members. The completed register should be stored with the minutes of each meeting in SharePoint or in the Conflict of Interest folder on SharePoint.

After the opening of the meeting or assessment allocation, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Date of Meeting/Notification:

Members Name

Issue of Conflict (list for each person):

- Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.

Record Response (for each member and conflict):

- Ensure it is recorded the declaration of interests declared at this meeting.

Dated the _____ day of _____ 20__

Signed:

Position: