

Firstline Training, Advisory and Business Services Ltd

CONFLICT OF INTEREST POLICY

The Conflict-of-Interest Policy for Firstline Training is designed to protect the integrity of our organisation and to promote the fair and objective administration of our programs and services.

This policy applies to all employees, contractors, and board members of Firstline Training.

Definition of Conflict of Interest

A conflict of interest occurs when an individual has a personal or financial interest that may influence, or appear to influence, their professional judgment or actions. Conflicts of interest can take many forms and can be actual, potential, or perceived.

Disclosure of Conflicts of Interest

All employees, contractors, and board members of Firstline Training must disclose any real or potential conflicts of interest to their supervisor or the Executive Director. This includes any financial interests, such as ownership in a competing company or a personal relationship with someone who may benefit from a decision made by the individual.

Management of Conflicts of Interest

If a conflict of interest is identified, the individual must remove themselves from any decision-making or involvement in the matter. If it is not possible for the individual to completely remove themselves from the situation, the conflict of interest must be fully disclosed to all parties involved and a plan must be put in place to manage the conflict.

Violations of Conflict-of-Interest Policy

Any violations of this Conflict-of-Interest Policy may result in disciplinary action, up to and including termination of employment or contract.

This Conflict-of-Interest Policy will be reviewed and updated on an annual basis, or as necessary.

If you have any questions about this policy or need to disclose a conflict of interest, please contact the Executive Director.

This policy was approved by: Sarah Carvell, 29/07/2025

Review Due 29/07/2026