

## Community Broadcasting Foundation Staff Conflict of Interest Policy

### Background

The Community Broadcasting Foundation acknowledges that its employees often have experience in the community broadcasting sector. We value and encourage engagement with the sector and consider this is to be a strength that informs and brings important perspective to our role as grant-maker and funder.

Sustaining involvement in voluntary broadcasting or voluntary activities in the community broadcasting sector will not, in and of itself, disqualify an employee from exercising discretionary powers on behalf of CBF.

### Policy

Where CBF employees are required to make recommendations regarding grants or project development of any kind, the CBF expects that its employees exercise any discretionary powers with complete impartiality.

The CBF Employment Agreement states CBF Staff should: disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with CBF employment and ensure that others do the same.

CBF employees are not permitted to receive any remuneration from any community station or sector organisation in any capacity at any time during their term of employment.

The CBF requires the following strict protocols are followed to ensure any conflict of interest – perceived or in practice – is managed with rigour and transparency:

- All CBF employees are required to complete a Conflict-of-Interest Declaration Register
- Recommendations on grant funding or any project development for a particular community broadcasting program or station - whether in cash or in kind - cannot be made by an employee of the CBF who has an ongoing connection with that program or station.
- In the event an employee has declared an actual or potential conflict of interest, any advice on grant funding for that station or program must be deferred to a line manager and/or CEO.
- In the event of a disagreement between an employee and line Manager regarding the execution of the clauses outlined above, the CEO will refer this to the Chair of the Board. Written submissions shall be made, and the Board's decision shall be final.

Please complete the Staff Conflict of Interest Declaration Register overleaf.

*To be considered alongside [Staff Professional Development Policy](#)*



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### CONFLICT OF INTEREST – STAFF DECLARATION REGISTER

This form is to be completed by all CBF staff. The form is to be updated as need be and as circumstances change.

*I, (insert full name)*

*Have read the CBF Code of Conduct Policy – Staff, and hereby declare any perceived or actual conflict of interest in relation to the following organisations/projects that may apply for assistance or otherwise seek benefit from the Community broadcasting Foundation:*

In the table below, please provide the name or call sign of the organisation/s in sufficient details to identify them e.g. 3RRR, Program Director & Board Director – 2002-2005 and a brief description of the nature of the conflict of interest e.g. current active volunteer/officeholder/donor/subscriber. In the case of there being no conflicts of interest to declare, write 'NIL'.

Name of Organisation/Project	Nature of Conflict of Interest

I hereby declare all of the above to be a true register and record of my involvement in the community broadcasting sector. By signing, I acknowledge and commit to ensuring the CBF’s Conflict of Interest policy is strictly adhered to and I will remove myself from any decision making involving funding or project development – cash or in kind – for any stations declared above, without prior consent or approval from the CEO or Chair of the Board.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_

CEO SIGNATURE: \_\_\_\_\_