

# Skillinvest

## Board Conflict of Interest Policy

<b>Version:</b>	2021-01
<b>Last Review:</b>	June 2021
<b>Next Review:</b>	June 2023
<b>Review Frequency:</b>	Annual
<b>Approval:</b>	Any updates or amendments to this policy must be approved by the Skillinvest Board of Directors



skillinvest

## **SKILLINVEST LIMITED**

### **BOARD OF DIRECTORS - CONFLICT OF INTEREST POLICY**

#### **Introduction**

The board places great importance on making clear any existing or potential conflicts of interest for its members. All such conflicts of interest shall be declared by the member concerned and officially documented in a conflict of interest register.

Accordingly:

1. Any business or personal matter which is, or could be, a conflict of interest or perceived conflict of interest involving the individual and his/her role and relationship with Skillinvest, must be declared and registered in the conflict of interest register.
2. The conflict of interest register will be updated on an annual basis. The updated register will be presented to the board and minuted at the first board meeting following the annual update.
3. At each board meeting, the Chairman asks if there are any conflicts of interest to declare. Any conflicts raised will be included in the minutes and if the conflict will be ongoing, will be added to the Board Conflict of Interest register.
4. Where a conflict of interest is identified and/or registered, the board member concerned shall not vote on that issue. Only with the unanimous agreement of all other members present may the member concerned participate in any board discussion on that topic. Failing such agreement being reached, the individual shall either refrain from participation or leave the room.
5. When the Chairperson is aware of a real or potential conflict of interest involving one of or more board members, the Chairperson must take whatever steps are necessary to ensure that the conflict is managed in an appropriate manner according to this policy.
6. Individual board members aware of a real or potential conflict of interest of another board member have a responsibility to bring this to the notice of the board.

*Examples of conflicts of interest are:*

- When a board member, or his/her immediate family or business interests, stands to gain financially from any business dealings, programs or services of Skillinvest.
- When a board member offers a professional service to Skillinvest.
- When a board member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage.

#### **Skillinvest Diversity and Inclusiveness Clause:**

Skillinvest values and promotes diversity, fairness and inclusiveness in the workplace and is committed to ensuring workplace diversity and inclusiveness through establishing proactive strategies, policies and procedures. Skillinvest aims to ensure that all employees, clients, business partners and stakeholders are treated with respect, dignity and fairness to ensure Skillinvest promotes inclusiveness and positive working relationships.

Skillinvest is committed to recognising the value of diversity and inclusiveness in the workplace and ensures that work practices promote equal opportunity and are non-discriminatory.



## Board Conflict of Interest Register

Please list any financial interests or assets, or areas, which may arise as a conflict of interest to your duties as a Board Member of Skillinvest Limited.

**Example:**

*I am a partner in Grundig Holdings, a wholesale rope company, which employs Skillinvest Limited Apprentices and Trainees.*

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....
11. ....
12. ....

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

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

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

If your interests change, please notify the Executive Assistant to the CEO to update your register.