

GROUP TRAINING POLICY AND PROCEDURES

ETHICAL PRACTICE CONFLICT OF INTEREST: 2.2.13 v1.2

MASTER BUILDERS ASSOCIATION SOUTH AUSTRALIA INCORPORATED

ETHICAL PRACTICE CONFLICT OF INTEREST

DOCUMENT NUMBER: 2.2.13

VERSION NUMBER: V1.2

CREATED ON: 27/06/2013


LAST MODIFIED: 21/02/2019

REVIEWED ON: 19/02/2019

NEXT REVIEW DATE: 19/02/2020

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SIGNED:



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DATE: 21/05/2019

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ACCESS AND EQUITY STATEMENT

In accordance with the State and Federal equal opportunity legislation, Master Builders SA is committed to providing equitable and accessible services to all people that are inclusive of culture, gender, and disability. Master Builders SA values diversity and respects social and cultural difference.

For further information please review the Master Builders SA Access and Equity Policy.

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1 SCOPE

This policy ensures that the Master Builders Association SA Inc (Master Builders SA) Council of Management and staff of Master Builders SA apply ethical practices in relation to conflict of interest in its dealings with Host Trainers and Apprentices/Trainees.

2 PURPOSE

As an incorporated body, Master Builders SA is required to operate under ethical practices as contained within the Associations Incorporation Act 1985 (South Australia) and to achieve this requirement Master Builders SA and its employees will manage issues related to conflict of interest and to advise Host Trainers and Apprentices/Trainees of intervention strategies should such an event occur.

3 REFERENCES

National Standards for Group Training Organisations

4 DEFINITIONS

Master Builders SA means the Master Builders Association SA Inc registered as a Group Training Organisation by the State Training Authority in South Australia.

5 RESPONSIBILITY

Group Training Organisation (GTO) Manager, Training and Apprentices and Master Builders SA always conduct themselves in a professional manner.

6 AUTHORITY

Director, Membership & Business Development.

7 PROCEDURE

1. Building and Construction Industry representatives who accept nomination as a member of the Council of Management of Master Builders SA shall be provided access to a Council Members Information Manual and GTO Corporate Governance Handbook which contains sufficient information on the role of Master Builders SA, role of Host Trainers, management of Apprentices/Trainees and other related information enabling the board member to make an informed decision whilst engaged as an Executive Council Member of Master Builders SA.

2. Where a member of the Council of Management in the discharge of duties finds themselves in a position of 'Conflict of Interest' in the making of a decision as it relates to Master Builders SA, a Host Trainer and/or Apprentice/Trainee, such Executive Council member shall declare such conflict of interest to the Chairperson, Council of Management and shall excuse themselves from any discussion or decision associated with such conflict of interest.

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3. Where a member of staff in the discharge of duties finds themselves in a position of 'Conflict of Interest' in the making of a decision as it relates to Master Builders SA, a Host Trainer and/or Apprentice/Trainee, such employee shall declare such conflict of interest to Master Builders SA GTO Manager and shall excuse themselves from any discussion or decision associated with such conflict of interest.

4. The Master Builders SA GTO Manager, Training and Apprentices shall ensure that a 'Conflict of Interest' statement is included in documentation provided to Executive Council Members, Host Trainers and Apprentices/Trainees as a formal part of the induction process.