

TPC Conflict of Interest Policy

1. This document sets out the policy adopted for managing conflicts of interest that may arise in respect of TPC members, including officials and other individuals involved in the TPC's work and activities (all referred to in this policy as **Committee Members**).

Conflict of Interest

2. A conflict of interest is considered to be any interest, connection, association or other set of circumstances that: (a) is (or might appear to be) likely to impair or influence a Committee Member's judgment in engaging in committee business; or (b) might impede a Committee Member's ability to carry out their TPC role; or (c) might result (or could result) in a Committee Member's (or a member of their family) or a related third party receiving a personal benefit or being perceived to be using their position within the TPC to gain an unfair advantage.
3. Conflicts of interest may arise as a result of many different circumstances, including but not limited to: (a) direct or indirect financial interests; (b) non-financial or personal interests; (c) acceptance of gifts or hospitality; or (d) conflicts of loyalty where a decision maker may have competing loyalties between a person or an organisation to which they owe a primary duty, and another person or organisation. For example, conflicts of interest can include enhancement of an individual's financial or other opportunities, career, education, or professional reputation, or access to privileged information, facilities, or other benefits.
4. The TPC acknowledges that conflicts of interest are sometimes unavoidable but need not necessarily exclude a Committee Member from participating in a discussion. Committee Members are appointed for the skills and experience that they bring to the TPC and it is important to strike a balance between avoiding conflicts of interest while still allowing Committee Members to contribute in areas where their experience is valuable and appropriate.
5. All Committee Members are expected to comply with the principles of openness and integrity and are required to disclose any perceived, potential, or actual conflicts of

interest when they arise or, if identified after such conflict of interest has arisen, promptly after they become aware of a conflict of interest.

Managing Conflicts at TPC Meetings

6. Should a perceived, potential, or actual conflict of interest be identified during a committee meeting in relation to a matter to be considered in that meeting, the relevant Committee Member shall not participate in any vote or decision regarding that matter. The Chair (or, if the Chair is conflicted, another Committee Member) will determine whether or not the Committee Member should participate in the related discussion.
7. The Committee Member may be asked to recuse themselves for the part of the meeting where the committee discusses, votes or makes a decision on, that particular matter.
8. However, with the consent of the individual concerned, if the Chair concludes that the Committee Member's expertise will be beneficial to the discussion, and that the conflict of interest will not: (a) result in a benefit or advantage to the Committee Member (or a family member or a third party with which they have a relationship); and (b) be to the detriment of the TPC, the Chair may permit the Committee Member to participate in the discussions. The Chair's decision in the matter is final.
9. Any conflict of interest identified at a meeting will be recorded in the minutes of the meeting together with the Chair's decision regarding management of the conflict.
10. The Chair shall be responsible for ensuring that the TPC's conflict management policy and systems are functioning effectively.