



NZGS Conflict of Interest Policy

1. Purpose

The purpose of this Conflict of Interest Policy is to:

- Comply with the requirements of the *Incorporated Societies Act 2022*;
- Comply with Engineering NZ Code of Ethical Conduct
- Ensure that decisions made by NZGS are in the best interests of the society and are not influenced by personal interests;
- Promote transparency and maintain trust among NZGS members and stakeholders.

2. Scope

This policy applies to all NZGS Committee Members, Office Holders, and any person with delegated decision-making authority on behalf of NZGS.

3. Definition of a Conflict of Interest

As per section 62 of the *Incorporated Societies Act 2022*, a conflict of interest arises when a committee member or office holder:

- May derive a financial benefit (directly or indirectly) from a matter being considered by the committee;
- Has a close association (family, friend, employer, or business associate) who may derive a financial benefit;
- Has a duty to another organization that may conflict with the duties to NZGS;
- May otherwise have interests that conflict with the interests of NZGS.

4. Disclosure Requirements

Committee members must:

- Disclose any actual or potential conflicts of interest promptly and fully;
- Ensure disclosures are recorded in the Conflict of Interest Register maintained by the Secretary;
- Update their disclosures when circumstances change.

Disclosures must include:

- The nature and extent of the interest;
- The relationship of the interest to NZGS activities;
- Any other relevant information.

5. Management of Conflicts

Once a conflict has been disclosed:



- The Committee will determine whether the conflict is manageable or whether further steps are required (e.g., withdrawal from discussion, abstaining from voting, or temporary resignation from certain duties).

The Committee's decision and rationale must be documented in meeting minutes.

6. Conflict of Interest Register

A Conflict of Interest Register will be maintained by the Secretary and will:

- Record all declared interests;
- Be reviewed annually by the Committee;
- Be made available to members upon request (excluding sensitive personal information).

7. Annual Declarations

Each Committee Member must confirm:

- All current interests that could give rise to a conflict;
- That they understand and will comply with this policy.

This can be done via email or recorded at the first committee meeting following each AGM.

8. Breaches of this Policy

Failure to comply with this policy may result in:

- Removal from decision-making processes;
- Disciplinary action, including removal from office under the NZGS Rules;
- Other action as required to protect the integrity of NZGS.

9. Review of Policy

This policy will be reviewed when required to reflect changes in law or NZGS governance practices.

Approved by the NZGS Management Committee on 5 June 2025