



# Conflict of Interest Procedure

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## 1 Scope

This Procedure applies to all Basketball WA (BWA) controlled operations and activities involving its, employees, and volunteers.

## 2 Purpose

The purpose of this procedure is to outline how Basketball WA (BWA) will manage conflicts of interest to ensure transparency, accountability, and fairness in all its operations. This includes processes for declaring, recording, assessing, and approving conflict of interest resolutions.

## 3 Document Author and Approving Authority

The BWA CEO is the approving authority for this Procedure. Any changes or suggestions for process improvement should be communicated to the BWA CEO.

## 4 Definitions

- **Conflict of Interest:** A situation where personal, financial, or other interests may interfere with an individual's ability to act in the best interests of BWA and the Basketball community.
- **Perceived Conflict of Interest:** A situation that could appear to others as a conflict, even if no actual conflict exists.
- **Material Conflict:** A significant conflict that has the potential to influence decision-making or operations.

## 5 Supporting BWA Documentation

The following BWA documents should be referenced in conjunction with this Procedure:

- BWA-OPS-FRM-001 Operational Risk Assessment Matrix,
- BWA-OPS-FRM-003 Conflict of Interest Register

## 6 Procedure

### 6.1. Obligation to Declare

Individuals are required to declare any actual, potential, or perceived conflicts of interest as soon as they become aware of them.

### 6.2. Declaration Method

Declarations must be made via email, clearly outlining the nature of the conflict (actual, potential, or perceived). The email should be addressed to the relevant Executive (CEO, CBO, or COO) for review and action.

### 6.3. Specific Scenarios

Conflict Involving the CEO:

If the conflict involves the CEO, the CEO must declare the conflict to the BWA Board for review, mitigation and consideration.

Conflict Involving a Board Member:

If the conflict involves a BWA Board member, the Board member must report the conflict to the Board and the BWA Chair for review, mitigation and consideration.

If any employee knows or suspects any conflict of interest involving any BWA employee or volunteer

## 6.4. Timeliness and Transparency

Declarations must be made promptly to ensure proactive management of the conflict. All declarations will be recorded in the Conflict of Interest Register for tracking and accountability.

## 6.5. Recording the Conflict

All declared conflicts will be recorded in the Conflict-of-Interest Register, maintained by the relevant Executive and located in SharePoint. The Company Secretary will maintain a Conflicts of Interest Register for the CEO and Board Members.

The register includes:

- Individual's name and role
- Nature of the conflict
- Description of Conflict of Interest
- Risk assessment
- Mitigation actions
- Consideration (approved or not approved)

## 7 Risk Assessment

The relevant Executive will evaluate the declared conflict using a risk assessment process based on:

- The likelihood of the conflict affecting BWA operations.
- The potential impact on decision-making, reputation, or fairness.
- The risk assessment forms part of BWA-OPS-FRM-003 Conflict of Interest Register

### 7.1. Risk Rating

Conflicts will be rated using the BWA Risk Management framework. The outcome will guide required control measures and subsequent approval (or not) process.

### 7.2. Control Measures

To mitigate risks associated with a conflict of interest, the following measures may be implemented:

- Recusal from relevant decision-making or activities.
- Management, Executive, or Board oversight.
- Layered management approval.
- Delegation of responsibilities or tasks to another individual.
- Reassignment of duties.
- Termination or modification of specific agreements or arrangements (if required).
- BWA's non endorsement of the conflict of interest to which has been declared – meaning BWA may consider further action by the individual to mitigate the conflict of interest; or if not resolved could see termination of employment, contract, or association with BWA.

## 8 Approval

The relevant Executive will review all conflicts. Any conflicts that are rated as moderate or higher will be reviewed by the CEO and will not proceed without additional appropriate mitigation.

For high or extreme risks, the matter will be escalated to the BWA Board for final approval.

The Board will review all conflicts involving the CEO or Board Member. Any conflicts that are rated as moderate or higher will be reviewed and will not proceed without additional appropriate mitigation.

## 9 Documentation

Decisions and actions must be recorded in the Conflict of Interest Register and communicated to the individual.

## 10 Monitoring and Review

The relevant Executive will monitor the implementation of mitigation measures and review conflicts as necessary.

The Board will monitor the implementation of mitigation measures and review conflicts as necessary (for the CEO and other Board members).

The Conflict-of-Interest Register will be reviewed annually to ensure ongoing compliance.

## 11 Breaches

Failure to declare a conflict of interest or comply with mitigation actions may result in disciplinary action, up to and including termination of employment, contract, or association with BWA.