



THE MANAGEMENT AGENCY

AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

Policy Document

- Policy Number:** AFB/22/0/11 - 036
- Policy Title:** AFB PMP Management Board Register of Interests
- Legislation:** Biosecurity Act 1993
Biosecurity (National American Foulbrood Pest Management Plan) Order 1998
- Purpose:** The purpose of this policy is to assist AFB PMP Management Board members to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the Board, the AFB PMP and manage risk.
- Objective:** The AFB PMP Management Board aims to ensure that Board members are aware of their obligations to disclose any conflicts of interest that they may have and to comply with this policy to ensure they effectively manage those conflicts of interests as representatives of the New Zealand apiculture industry.
- Scope:** This policy applies to all members of the AFB PMP Management Board.
- Definition:** A conflict of interest occurs when a person's personal interest and loyalties conflicts with their responsibility to act in the best interests of the Board and the AFB PMP. Personal interests include direct interests as well as those of family, friends, or other organisations a person might be involved in or have an interest in (ie as a shareholder). It also includes a conflict between a Board member's duty to the AFB PMP Management Board and another duty the Board member might have. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.
- Policy Statement:** This policy has been developed because conflicts of interest commonly arise and do not need to present a problem to the AFB PMP Management Board if they are openly and effectively managed. It is the policy of the Board as well as a responsibility of the Board, that any ethical, legal, financial or other conflicts of interest, be avoided.

The AFB PMP Management Board will manage conflicts of interest by requiring Board members to:



- Provide in writing to the Manager a register of all interests relating to the apiculture industry including any other interests that create or may create conflict within the role. For example this might include ownership of property with Manuka stands, shares in industry service and/or product suppliers
- Identify and disclose any conflict of interest. This must be kept current and any changes disclosed at the beginning of each meeting.
- Carefully manage any conflict of interest as instructed.
- Follow this policy and respond to any breaches swiftly.

The Board is responsible for establishing a system for identifying, disclosing and managing conflict of interest, monitoring compliance with this policy and reviewing this policy on a timely basis.

- Once the actual or perceived conflict of interest is identified it must be notified immediately to the Board Chairman who will review promptly and determine an appropriate action if it is required.
- The Board member will exclude themselves from the discussion in the meeting. The Board member involved cannot vote on this particular issue.

Action Required for Management of Conflicts of Interest: Refer policy AFB/22/0/11-037

Effective Date: 20 April 2018

Review Date: 20 April 2021



John Hartnell
Chairman
AFB PMP Management Board

Date