

# Parkinson's NSW Support Groups Conflict of Interest Policy

## Purpose

This Policy articulates the commitment of Parkinson's NSW and its Support Groups to act with integrity when faced with actual or potential conflicts of interest in relation to advocacy, community engagement and fundraising.

## Guiding Principles

A conflict of interest occurs when the interests of a Support Group, or an individual belonging to a Support Group, conflict with their responsibility to act in the best interests of Parkinson's NSW.

Potential conflicts of interest for Support Groups and their members could include, but not be limited to:

- Situations where a Group or individual member is likely to make a financial gain, or avoid a loss, at the expense of Parkinson's NSW
- Accepting a financial or other incentive to favour the interests of another organisation or individual over the interests Parkinson's NSW
- Approaching a funding partner not aligned with the interests of Parkinson's NSW
- Fundraising under the name of Parkinson's NSW or a Parkinson's NSW Support Group for a cause, organisation, individual or purpose other than those endorsed by Parkinson's NSW
- Creating an appearance of improper conduct that might impair confidence in, or the reputation of, Parkinson's NSW
- Using granted funds for a project not outlined in a funding submission
- Accepting funds under terms that are not realistic or achievable
- Multiple or uncoordinated approaches to the same funding partner (an internal conflict of interest).

## Definitions

Support Groups and associated terms, responsibilities and requirements are defined in the *Parkinson's NSW Support Group Guidelines*.

## **Introduction to Policy**

Parkinson's NSW is responsible for managing conflicts of interest:

- In general
- Involving employees, contractors and service delivery partners
- Involving other representatives of Parkinson's NSW, including Support Groups

Parkinson's NSW will:

- Act in accordance with its values
- Comply with its general and specific obligations as a registered company limited by guarantee, and a charity registered with the Australian Charities and Not-for-profits Commission.

## **Parkinson's NSW Vision, Mission and Values**

In addition to their roles of providing peer support, education and access to the community, Parkinson's NSW Support Groups have another key responsibility – representing Parkinson's NSW in communities across the metropolitan, regional and rural regions of NSW.

In those communities where Parkinson's NSW is not directly represented (for example by a Parkinson's Nurse Specialist), the local Support Group becomes the face of our organisation.

Therefore, it is essential for all Parkinson's NSW Support Groups and individual members to understand what Parkinson's NSW does, what it stands for, and its values. They should also embody these values.

### ***Vision – Our aspiration***

Quality of life now, as we work towards a community free of Parkinson's.

### ***Mission – Our focus***

To enhance the quality of life of people living with Parkinson's.

### ***Purpose – What we do***

To connect people living with Parkinson's with life-enhancing support and services.

Parkinson's NSW services include an InfoLine staffed by experienced Registered Parkinson's Nurses, community-based Parkinson's Specialist Nurses, counselling, exercise physiology, education, social work and NDIS advocacy.

The organisation is also a Registered Service Provider of the National Disability Insurance Scheme providing the following services:

- Support coordination – implementing all of the supports funded by your NDIS and teaching you how to run your plan
- Coordination of supports – helping you to develop greater independence and the ability to self-direct your supports over the longer term
- Speech pathology
- Physiotherapy
- Exercise physiology
- Group skills training

### ***Commitment – How we treat others***

We will:

- Treat each person as an individual.
- Be inclusive, treating all with dignity and respect.
- Deliver excellent evidence-based service every time.
- Listen and learn.
- Innovate and strive for continual improvement.
- Respond to requests in a timely manner.
- Share information and communicate regularly.
- Measure and report outcomes with accountability.

### **Implementing this Policy**

1. Parkinson's NSW Support Groups and individual group members are required to adhere to the Parkinson's NSW Code of Conduct and Ethics, to avoid real or perceived conflicts of interest, and to record and report any which may be identified.
2. Parkinson's NSW Support Groups must recognise the need to protect the reputation of Parkinson's NSW by maintaining ethical standards, fairness and integrity in all their dealings.
3. Parkinson's NSW Support Group members will under no circumstances accept any offer of money, gifts, services, commissions or benefits that would cause them to act in a manner against the interests of Parkinson's NSW.
4. All individuals associated with Parkinson's NSW in any capacity will avoid situations where a potential conflict of interest may arise.
5. In the event that a conflict of interest does arise, members of Parkinson's NSW Support Groups will notify their Support Group Leadership team immediately.

6. The Support Group Leadership team will document the potential or actual conflicts of interest in writing. The information recorded will include a statement of the conflict, who is involved, actions taken, and who made the decision.
7. All conflicts of interest involving a Support Group, or an individual member of a Support Group, must be notified to the Parkinson's NSW Support Group Coordinator via email or telephone within three (3) business days of the conflict occurring.
8. In accordance with Parkinson's NSW values and applicable laws, regulations and principles, Parkinson's NSW will manage conflicts of interest fairly.

**Document Control:**

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