



Definitions

Conflict of Interest: A situation in which a person is in a position to derive direct or indirect personal benefit from actions or decisions made in their official capacity. This can also be a 'perceived conflict' and hereafter the term Conflict of Interest means real or perceived.

APS MC: The APS Management Committee comprising the APS: President, Immediate Past-President, Senior and Junior Vice-Presidents, Treasurer, Secretary and MC General Committee Members.

APS Official: A person who holds an official position within the APS. This could be, but is not limited to:

- A formal position identified within the APS Rules of Association or a person fulfilling a role within an APS Sub-Committee or APS Special Interest Group
- This can include APS members and non-APS members who may be volunteering, and any APS employees and contractors if conflict of interest is not specified in their contract or conditions of engagement.

Image: In this context an image may be a single image or a collection of images in either DPI, online viewed or print form including printed books, electronic books or videos.

Purpose

This framework is designed to give all APS Officials, and members broadly, an understanding of the importance of managing potential conflicts of interest. Identifying a potential conflict in itself, does not mean that a person cannot participate in an event or activity: it does however indicate that the conflict must be managed appropriately. Some conflicts are clearly identifiable and should not be allowed to occur.

All APS officials are required to take reasonable steps to avoid real or apparent conflicts of interest. All potential conflict of interests cannot be identified within a framework; therefore, it is incumbent of individuals to seek guidance from the APS Management Committee (MC) if there are uncertainties.

Scope

In-Scope:

The following activities/events are in-scope/covered by this Framework.

- All APS Officials (as per the Definition)
- All events that are managed by APS Officials, including Group Chairs and event subcommittee members (eg)
 - APS Honours,
 - Mullins Conceptual Photographic Award (Mullins)
 - APS Member Competitions

Out-of-Scope:

By definition any activity or person not covered by the ‘In-scope’ definition is out-of-scope for this Framework. However, point 4 of the Framework should always be noted and applied if there is uncertainty.

Record Keeping

A register of identified Conflicts of Interest or potential Conflicts of Interest, and the decisions or actions taken, should be retained by the APS Secretary as a source document in the event that any member formally raises concern about a Conflict of Interest.

Framework

	Criteria	Action
1. Conflicts of Interest (High Risk)	<ul style="list-style-type: none"> • Any APS managed Competition or Salon with <u>an individual prize</u> offered in cash or equivalent valued at AUS \$1,000 or more 	<p>The following people <u>cannot</u> submit images into this level of Competition or Salon:</p> <ul style="list-style-type: none"> • Current APS MC members • Any other APS Member who has a role with this level of Competition or Salon who <ul style="list-style-type: none"> ○ has access to images being submitted prior to the images being judged and/or ○ is involved in selecting the Judge or Judging Panel <p>Any other APS Official who is assisting with this level of Competition or Salon who submits an image <u>cannot</u>:</p> <ul style="list-style-type: none"> • be a Judge in this Competition and • cannot have access to the submission of other images prior to the event being judged
2. Conflicts of Interest (Medium Risk)	<ul style="list-style-type: none"> • Any APS managed competition with <u>an individual prize</u> offered in cash or equivalent valued at up to AUS \$999 	<p><u>Any APS Official</u> who is assisting with the event who submits an image cannot:</p> <ul style="list-style-type: none"> • be a Judge in this Competition and • cannot have access to the submission of other images prior to the event being judged

<p>3. Conflicts of Interest (Medium Risk)</p>	<ul style="list-style-type: none"> Any APS Honours Award process 	<ul style="list-style-type: none"> A member of MC who has an application for an APS Award pending should advise the APS Secretary of that fact and shall Abstain from voting on any Motions relating to the Judging of that Award until their application has been finalised.
<p>4. Potential Conflict of Interests (risk not yet known)</p>	<ul style="list-style-type: none"> Any APS activity or event that is In-Scope of this Framework that could create a potential conflict of interest. 	<ul style="list-style-type: none"> APS MC, Sub-Committee Chairs, Special Interest Group Chairs and any other Coordinator of APS events or activities within the scope of this Framework, should consider potential conflicts of interests and notify MC or seek advice from MC as required. Failure to notify MC, or seek advice from MC, in itself could be seen to create a conflict of interest and should be avoided to protect the integrity of APS events or activities.