**Conflict of Interest policy**

1. **Purpose**

The purpose of this policy is to outline the obligations of the Judges carrying out the Judging Process to prevent any Conflict of Interest.

1. **Definitions**

**Awards** means Deakin University Geelong Business Excellence Awards;

**Awards Entrant** means any person/business entering the Awards;

**Business Awards Manager** means the person engaged by the Geelong Chamber of Commerce to manage the Awards;

**Business Interest** means any interest that could directly or indirectly result in the Judge or a person in whom the Judge has a Business interest.

**Chief Judge** means the chair of the Judging Panel, as appointed from time to time;

**Conflict of Interest** means any actual, perceived or potential conflict of interest between the Judge’s duty to objectively adjudicate or otherwise participate in a Selection Process and the Judge’s Personal Interests, Business Interests or Financial Interests;

**Financial Interest** means any interest that could directly or indirectly result in the Judge or a person in whom the Judge has a Personal Interest receiving a financial gain or bearing a financial loss;

**Judge** means any person judging or otherwise in a position to influence the decision-making in the final selection of Award winners and finalists;

**Judging Panel** means the panel of judges appointed to undertake the Judging Process;

**Judging Process** means the process of reviewing Award entries to determine Award winners and finalists; and

**Personal Interest** includes a personal relationship with a spouse, de facto partner, relative, business associate or financial dependant;

**Selection Process** means the process of judging and evaluating the Award entries to select category winners

1. **Obligations**
   1. A Judge must inform the Business Awards Manager of a possible Conflict of Interest as soon as the Judge becomes aware of it, even if the Judge considers the Conflict of Interest to be remote, contingent or apparently insubstantial. An Award Entrant must follow these same guidelines.
   2. The Business Awards Manager and the Chief Judge will promptly consider a disclosed interest and determine whether a Conflict of Interest exists.
   3. The Chief Judge will determine in their sole discretion whether, due to a Conflict of Interest, a Judge should:
      1. participate, or continue to participate, in any or all of the Judging Process; or
      2. be excluded from further participation in any, or certain aspects, of the Judging Process.
   4. In the case that Chief Judge has a Conflict of Interest; the Chief Executive Officer of the Geelong Chamber of Commerce will determine in their absolute discretion whether Chief Judge should:
      1. participate, or continue to participate, in any or all of the Judging Process; or
      2. be excluded from further participation in any, or certain aspects, of the Judging Process.
2. **Privacy**

The Geelong Chamber of Commerce privacy policy applies to any personal information or sensitive information (as defined in the Privacy Act) collected under this policy. A copy of Geelong Chamber of Commerce Privacy Policy is available on the following website [www.geelongchamber.com.au](http://www.geelongchamber.com.au) or a hardcopy can be provided upon request to the Business Awards Manager.