Managing conflicts of interest guidelines
to be used in conjunction with conflict of interest policy and form

Flow chart for Employees

Identifying conflict either actual, perceived, or possible conflict

- Identifies that they have an actual, potential or perceived conflict between their personal beliefs and actions and their work; or
- Considers others may see that they have a conflict; or
- Observes that a colleague or their manager may face a conflict

Considering the implications

Employee with conflict

- Raise the matter with their manager and complete the conflict of interest form
- Manager discusses with employee the seriousness of the conflict including possible impacts such as identifying the type and size, considering what would happen if there was external scrutiny
- Discusses possible implications and how the situation may be managed
- Agrees with the manager a process to deal with the conflict

Employee observing a conflict

- Raise the matter with the colleague/manager and explains the reasons for their concerns
- Records the discussion and copies to the colleague/manager, if appropriate (e.g. significant issue)

Managing the conflict

Employee with conflict

- Advises their manager of any changes to their situation
- Ensures all matters are finished before closing off the issue
- Ensures any discussion and decisions are recorded in writing and filed.

Employee observing a conflict

If the original conflict relates to a colleague and has not been dealt with in a reasonable time:

- Raise the matter with the manager again and record actions and discussion
- If it appears a relatively minor matter, record ongoing observations so that the matter can be taken up later if necessary

Follow up as necessary

- Reviews the conflict with the employee at least annually
- Refers/advises manager’s manager or other affected parties/groups, if required
- Ensures all discussions and decisions are recorded in writing, shared with the parties and recorded.
- If a new conflict arises, then this process will need to be started for that conflict

Flow chart for Managers
to be used in conjunction with conflict of interest policy and form

Identifying conflict either actual, perceived, or possible conflict

- The manager identifies or is informed that one of their employees may have a conflict in an area of their work; or
- considers an employee maybe perceived as having a conflict

Considers the implications

- Manager considers the seriousness of the conflict including possible impacts such as identifying the type and size, considering what would happen if there was external scrutiny

Managing the conflict

- Manager discusses with employee the seriousness of the conflict including possible impacts and if not done already reviews the conflict of interest form with the employee and agrees how the conflict will be managed and if any follow up actions are required.
- The manager should ensure all discussions are documents and recorded.
- If the manager and employee need assistance with managing the conflict then it should go to the managers manager.

Saving conflict of interest form

- Once the manager and employee completed the form then it needs to be recorded in myHR.
- The form is loaded into 'other documents' on MyHR. The title of the uploaded document should be Conflict of Interest Declaration 1/10/21 (i.e. date the form was signed.) For information on how to do this, click here

Follow up as necessary

- Manager reviews the conflict with the employee at least annually
- Manager refers/advises their manager or other affected parties/groups, if required
- Ensures all discussions and decisions are recorded in writing, shared with the parties and recorded.
- If a new conflict arises, then this process will need to be started for that conflict.