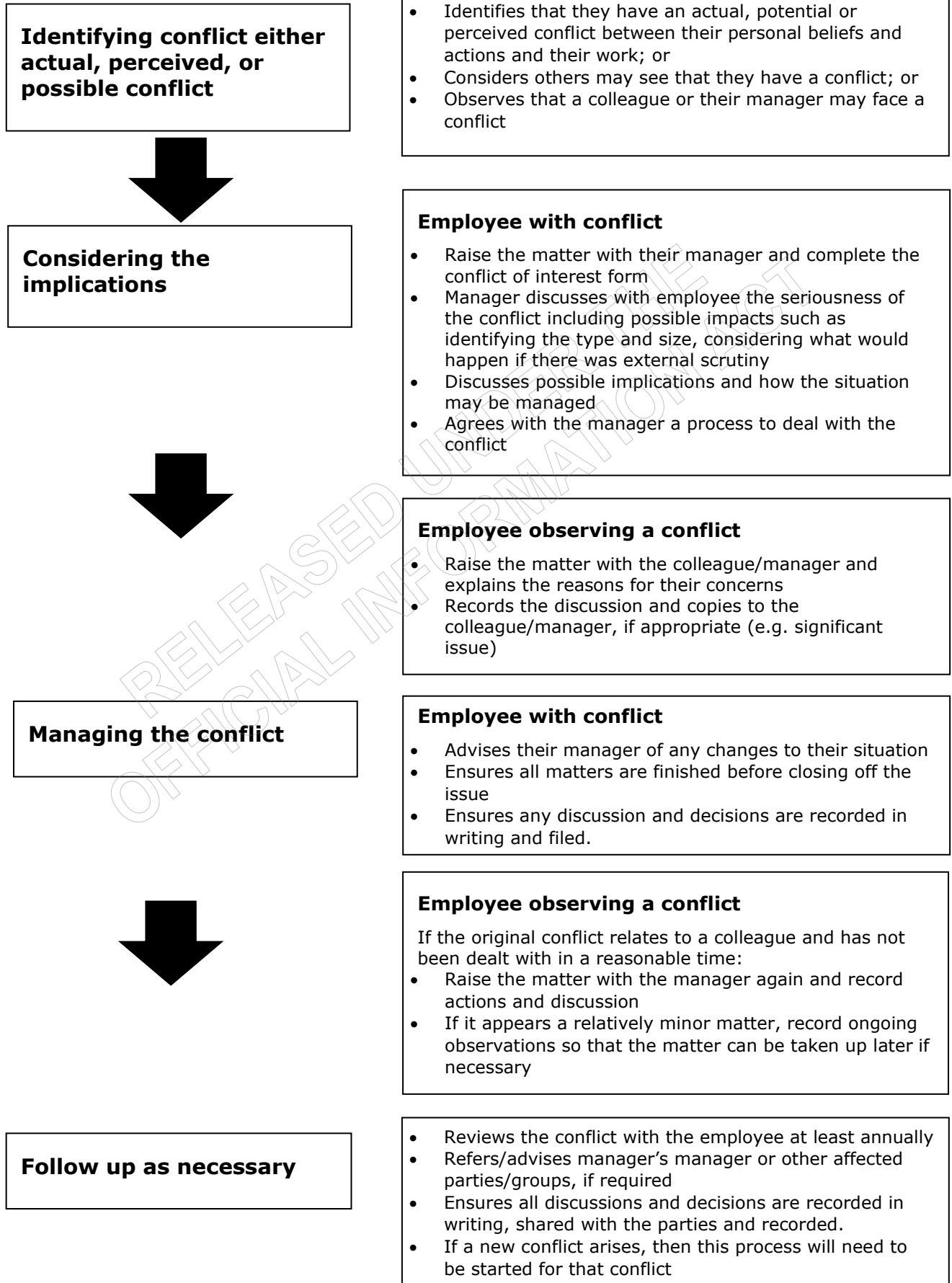


Managing conflicts of interest guidelines

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

Flow chart for Employees



Flow chart for Managers

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

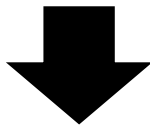
Identifying conflict either actual, perceived, or possible conflict

- 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



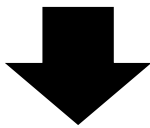
Managing the conflict

- 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.