

# Conflict of interest management strategies

Strategy	When to use	When not to use
<b>Record</b> Where details of the existence of possible or potential conflicts of interest are formally recorded	For very low risk conflicts of interest and potential conflicts of interest.	The conflicts of interest are more significant or of a higher risk.  The potential or perceived effects of a conflict of interest on the public employee's duties require more proactive management.
<b>Restrict</b> Where restrictions are placed on the public employee's involvement in the matter	The public employee can effectively be separated from parts of the activity or process.  The conflict of interest is not likely to arise frequently.	The conflict is likely to arise more frequently.  The public employee is constantly unable to perform a number of their regular duties because of conflicts of interest.
<b>Recruit</b> Where an impartial third party is used to oversee part or all of the process that deals with the matter	It is not feasible for the public employee to remove themselves from the decision-making process.  The expertise of the public employee is necessary and genuinely not easily replaced.	The conflict is serious and ongoing, meaning ad hoc recruitment of others is not possible.  Recruitment of a third party is not appropriate for the proper handling of the matter.  A suitable third party cannot be sourced.
<b>Remove</b> Where a public employee chooses to be removed from the matter	For an ongoing serious conflict of interest where ad hoc restriction or recruitment of others is not appropriate.	The conflict of interest and its perceived or potential effects, is of low risk or low significance.  The public employee is prepared to relinquish the relevant private interest rather than radically change their work responsibilities.  A suitable third party cannot be sourced.
<b>Relinquish</b> Where the public employee relinquishes the private interest that is creating the conflict	The public employee's commitment to public duty outweighs their attachment to their private interest.	The public employee is unable or unwilling, for various reasons, to relinquish the relevant private interest.
<b>Resign</b> Where the public employee resigns from their position with the agency	The conflict of interest cannot be managed in any other way.  The public employee cannot/will not relinquish their conflicting private interest and changes to their work responsibilities are not feasible.  The public employee prefers this course as a matter of personal principle.	The conflict of interest and its potential or perceived effects are low risk or of low significance.  Other options exist that are workable for the public, employee and the agency.