



CONFLICT OF INTEREST

Monitoring and managing a potential conflict of interest – for managers

If you become aware of a potential conflict of interest, or an employee discloses a potential COI with you, use this checklist:

- Ensure the employee's disclosure is made using the appropriate Declaration of Interests Form.
- Discuss the potential conflict of interest with the employee to obtain as much information as possible regarding the situation and circumstances.
- Make a record of all information obtained.
- Remind the employee of their obligation to resolve a conflict of interest in the favour of public interest.
- Assess the situation and surrounding circumstances to identify if any conflict of interest exists with respect to the situation you have become aware of.
- If you are unsure as to whether a conflict of interest exists, you should seek advice from your supervisor, manager or human resource staff.
- If a conflict of interest is identified, advise the employee concerned of this assessment and assist the employee in resolving and/or managing the conflict in the favour of the public interest.
- Management strategies include: Register, Restrict, Recruit, Remove, Relinquish and Resign.
- Decide what management strategy or strategies are required to resolve and/or manage the situation in the public's interest and make a record of the decisions you have made.
- Discuss the chosen management strategy or strategies with the employee concerned and devise a written management plan – ensure you make a record of all relevant matters discussed.
- Implement the management strategy/strategies and record your actions.

- ❑ Ensure you monitor and regularly review the management decisions to ensure the strategy remains relevant – make a record of any reassessment, decisions made and actions taken as a result of this process.
- ❑ Keep formal records of ALL assessments, decisions made and actions taken in relation to all conflicts of interest.
- ❑ Ensure any discussions, records or information regarding the interests by employees are kept confidential.
- ❑ Ensure all documents about the declaration and management of a conflict of interest are appropriately stored on your organisation's records management system.



The Commission can help

We are available to provide support and assistance with identifying, reporting, investigating, managing and preventing misconduct: prevention@integrity.tas.gov.au or 1300 720 289.

For more Misconduct Prevention resources go to www.integrity.tas.gov.au/resources