



## CONFLICT OF INTEREST

### Steps and strategies for managing conflicts

If you identify that you have a potential, perceived or actual conflict of interest, take these three steps as a minimum:

**Declare**

Let relevant people know that you may have a conflict.

**Discuss**

Talk to a colleague or your manager to get another perspective.

**Decide**

Together with your manager, decide how you will handle your conflict.

Discuss with your manager which of these strategies to implement:

**Restrict**

Restrictions are placed on your involvement in the matter.

**Recruit**

An impartial third party is used to oversee part/all of the process.

**Remove**

You choose or are asked to be removed from the matter.

**Relinquish**

You relinquish the private interest creating the conflict.

**Resign**

You resign from your position in the public sector.

Once your manager has endorsed the management strategy:

**Record**

Record the conflict and the management strategy that you and your manager have endorsed.

**Revisit**

Monitor the situation for any changes/updates: you may need a different strategy down the track.