# Conflict of Interest Form

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| --- | --- |
| **Name:** |       |
| **Work Group:** |       |
| **Date:** |       |
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| Describe the basis for the actual, perceived or potential conflict of interest: |
|       |
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| Describe the steps agreed with your immediate supervisor to risk manage this conflict of interest: |
|       |
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| **Signature of employee**  |  | **Signature of supervisor**  |
| **Date:**       |  | **Date:**       |
|  |  |  |
| **Signature of Director/Commissioner** |  |  |
| **Date:**       |  |  |

**A copy of this form is to be retained by the employee and supervisor and provided to the Unit Director/Commissioner, together with any supporting/explanatory documents.**

# Conflict of Interest: Self-Assessment Questions

**If you answer yes to one or more of the below you need to discuss a potential conflict of interest with your supervisor.**

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| --- | --- | --- |
| Question | Yes | No |
| Is it likely the organisation, group or individual with whom you have an interest, may have dealings with you or the Office in a professional capacity? | [ ]  | [ ]  |
| Is the interest held with a client or supplier to the organisation? | [ ]  | [ ]  |
| Is the interest with an organisation, group or individual, one in which you, or your workgroup, may investigate or provide advice to in a professional capacity? | [ ]  | [ ]  |
| Does your private interest interfere with your capacity to fulfil your professional duties? (Example: do they require your attendance in work hours, are excessive hours required that impact on your concentration at work etc). | [ ]  | [ ]  |
| Do the functions, decisions and goals of the organisation impact on your personal interests, or the organisations/companies that hold these interests for you? | [ ]  | [ ]  |
| Is it reasonably possible that you will, directly or indirectly, gain a financial or other benefit from a decision or advice you or your workgroup have been involved in? | [ ]  | [ ]  |
| Does your immediate family, close friends or professional contacts have any interests that might be affected by decisions and/or advice that you or your workgroup are involved in? | [ ]  | [ ]  |
| Have you accepted hospitality or other benefits from a person or organisation with whom you or your workgroup are dealing in your professional capacity? | [ ]  | [ ]  |
| Is there an expectation that you will, directly or indirectly, gain a benefit or loss from the outcome of a decision or advice you or you or the Office is/may be involved in? | [ ]  | [ ]  |
| Do you have a second job or private business that may be affected, directly or indirectly, by a decision or advice you or you or the Office are/was involved in? | [ ]  | [ ]  |
| Do you have a current or previous personal, professional or financial relationship with any interested parties to a decision or advice you or you or the Office are/were involved in? | [ ]  | [ ]  |
| Does your reputation, or that of a friend or associate, stand to be enhanced or damaged due to a proposed decision or action you or you or the Office are/were involved in? | [ ]  | [ ]  |
| Do you hold any personal views or biases that may lead others to reasonably conclude you are not the appropriate person to deal with, or be involved with, the matter? | [ ]  | [ ]  |
| Have you or others in my team, made prior commitments or promises in relation to the matter? | [ ]  | [ ]  |
| Could this situation have influence on any future employment opportunities for you or a colleague outside your current duties? | [ ]  | [ ]  |
| Would a fair-minded person make a negative assessment of the circumstances without necessarily knowing all the facts? | [ ]  | [ ]  |
| Could your involvement cast doubt on your integrity or the integrity of the organisation? | [ ]  | [ ]  |
| If you saw someone else doing this, would you suspect they had a conflict of interest, not knowing all the facts? | [ ]  | [ ]  |
| Would you be happy for your colleagues and/or the public to be aware of your involvement, association or connection? | [ ]  | [ ]  |
| Could the media reasonably portray your involvement, association or connection negatively? | [ ]  | [ ]  |
| Do you hold any personal views or biases that may lead others to reasonably conclude you are not the appropriate person to deal with, or be involved with, the matter? | [ ]  | [ ]  |
| Is the matter of particular public interest or controversy? | [ ]  | [ ]  |

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| --- | --- | --- |
| *Pecuniary Interests* | Yes | No |
| Is my interest pecuniary? | [ ]  | [ ]  |

**Note: There can be legal consequences should a conflict of interest of a pecuniary nature exist.**