

## Policy & Procedure 21 – Conflict of Interest

<b>Relates to legislation:</b>	Relates to our internal practices
<b>Applicable to:</b>	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
<b>Referenced documents:</b>	Policy & Procedure 16 – Trainer & Assessors Policy & Procedure 17 – Administration & Other Staff Internal Conflict of Interest register
<b>Monitor and review:</b>	In accordance with: Policy & Procedure 18 – Quality Management
<b>Responsibility:</b>	Ben Murphy – as Proprietor / Chief Executive
<b>Questions/queries:</b>	<a href="mailto:administration@gets.edu.au">administration@gets.edu.au</a> (+61) 02 6262 0077

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### 1. Policy Objective

- To;
- ensure that trainers and assessors, administration and management (collectively known as staff) do not have a conflict of interests that may impact on their work, relationship with learners, other staff or our technical college.
  - ensure conflict of interests are avoided altogether or where a conflict of interest is unavoidable and acceptable the conflict of interest is disclosed to all directly employed staff, recorded in our conflict of interest register and managed in a transparent and effective way.

## 2. Policy

### Definition

Conflict of interest arises;

- whenever the personal, professional or business interests of staff are potentially at odds or perceived to be at odds with the best interests of our learners, other staff or our organisation.
- where a client could reasonably perceive that another learner could receive bias or favouritism.

### Examples of conflicts of interest, Staff – Learners/Employers

Examples include however are not limited to:

- Employment, partnering or business relationship.
- Family or extended family.
- Friend or confidant.
- Associate with for any other reason other than training and assessment or administration purposes.

### Examples of conflicts of interest, Staff – Organisation

Conflict of interest includes employment or association of the staff member as well as employment or association of family, friends or business associates of the staff member.

Examples include however are not limited to:

- An organisation that provides services or funding to us.
- Another RTO in direct competition with us.
  - Note: We do not consider employment or association with the public provider, the Canberra Institute of Technology as a conflict of interest, however we still ask that the employment or association be disclosed.
- Development or engagement in private business in indirect competition with us using knowledge and/or materials gained during the course of employment with us.

If a staff member is unsure whether or not there is a conflict of interest, they should raise the matter with the Proprietor / Chief Executive.

### Staffing policies

In accordance with: Policy & Procedure 16 – Trainer & Assessors and Policy & Procedure 17 – Administration & Other Staff.

## 3. Procedures

### Procedures to declare a conflict of interest

Conflicts of interest are required to be disclosed to the Proprietor / Chief Executive, staff must;

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed or contracted by us.
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment or engagement by us.
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible.

If a staff member declares such an interest, we will review the potential areas of conflict with the staff member and mutually agree on practical arrangements to resolve the situation.

## Conflict of interest register

All conflicts of interest are recorded in our conflict of interest register and disclosed to all directly employed staff.

## Staff requirements

Staff are required to;

- participate and cooperate in conflict of interest management strategies.
- act in good faith towards the organisation.
- be aware of the potential for a conflict of interest to arise and act in the best interests of the clients and organisation.

## Failure to declare a potential, actual or perceived conflict of interest

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with us, in a timely manner, may result in performance improvement proceedings including dismissal or termination of contract.

## 4. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V3	27/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release. Version number consistent with full P&P review release