

 <p>Aged & Community Services Association of NSW & ACT</p>	<p><u>Aged & Community Services Association of NSW & ACT</u></p> <p>Conflict of Interest</p>	<p>HR04</p> <p>Date: 31/3/06</p>
<p>Section(s) Revised: Approved</p>		<p>Page: 1 of 2</p>
<p>Authorised By: Chief Executive Officer</p>	<p>Issued To: ACS Staff</p>	

Overview

Any conflict of interest has the potential to implicate or jeopardise a staff member's reputation as well as have legal implications for the employee and ACS. When employment is accepted it is understood that the staff member will devote their primary energies to the performance of their duties.

Definitions

- *Financial gain* relates to the provision of goods or services or monies or employment to a staff member, family member or friend from a supplier of services as a consequence of agreements made within employment.
- *Conflict of interest* involves a staff member gaining, or potentially gaining, financially or materially, either personally or for another party, as a result of a decision he/she makes on ACS business. It includes influencing decisions made by ACS committees or other groups.
- *Outside work and/or working for another employer* relates to work performed whilst being employed with ACS utilising the resources of ACS to solicit such work opportunities.
- *Benefit* is any good or service or obligation inferred, offered or accepted directly or indirectly by a staff member including any gift, discount, payment or incentive.

Policy

All staff members of ACS must notify the Chief Executive Officer (through their Unit Manager) of any potential for conflict of interest immediately it becomes apparent. Potential conflicts of interest include but are not limited to:

- Potential of a family member or friend being selected by the staff member for the provision of goods and services to ACS
- An offer by a supplier or other person or group of benefits to a staff member
- Providing advice or assistance to a family member or friend that runs counter to the interests of an ACS member, client or business partner
- Employment of or provision of other benefits to a family member or friend in return for services rendered to ACS
- Being in a position to influence ACS decisions in favour of themselves or organisations they or their family and friends are affiliated with privately.

Procedure

- 1 The staff member should absent themselves from any decision or matter which has the potential to create a conflict of interest.



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Page: 2 of 2

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- 2** The staff member must notify their Unit Manager of any potential or actual conflict of interest that arises in the performance of their duties. Any benefits must be declared and approved by the Unit Manager prior to being accepted.
- 3** The manager will discuss with the staff member and minute on the personnel file, signed by both parties, the recommended action to be taken.
- 4** Any staff member who wilfully engages in any activity in breach of this policy will be subject to disciplinary action or dismissal in accordance with the Discipline and Termination Policy.