# Community Care Tasmania Logo_RGB

 Community Care TASMANIA

## Conflict of Interest - Disclosure Form

Who must complete this form?

1. Any workplace participant or BOM director (e.g. employees, contractors/consultants) assessed by Community Care TASMANIA as warranting a declaration on the basis of potential, perceived or actual conflict of interest risk.

**This form must be completed:**

At the time a conflict of interest is identified.

At any time instructed by the CEO or their delegate

## Confidential information (When completed)

**Employee’s Name: ………………………………………………………………….**

**Position: ……………………………………………………………………………………….**

**Supervisor’s Name**: ……………………………………………………………………….

# **OUTSIDE EMPLOYMENT OR SERVICE**:

Do you have any outside employment or provision of outside services, current or planned, which may pose a conflict of interest, as defined in the Conflict of Interest policy? If yes please explain.

YES NO


# **OUTSIDE INTERESTS, FINANCIAL AND OTHER:**

Do you have any interests or positions which you or your family, directly or indirectly, hold in any outside concern from which Community Care TASMANIA secures, or will secure goods or services, or that provides services competitive with the company? If yes please explain.

YES NO


# **GIFTS, GRATUITIES, SERVICES AND ENTERTAINMENT:**

Have you accepted or given any gifts, gratuities, services or entertainment which have a cumulative market value of $100 or more in one fiscal year or an individual market value of $25 or more that you or your family have accepted that might be reasonably regarded as influencing or having the potential of influencing your judgment or actions concerning business of the company? If yes please explain.

YES NO


# **FAMILY OR BUSINESS RELATIONSHIP CONFLICTS:**

# Do you have any family or business relationships with Board members, clients, key personnel and/or any other employee of the company? If yes please explain.

YES NO


# **OTHER:**

Are there any other activities in which you or your family are engaged that might be regarded as conflicts of interest? If yes please explain.

YES NO


## Employee Declaration

I declare that the above details of my private interests are correct to the best of my knowledge and am aware of my responsibilities to take reasonable steps to avoid any real or apparent conflict of interest in connection with my public service employment and to advise my manager of any relevant changes in my personal circumstances.

Signature: …………………………………………………………………….

 Date: ………………………………………………………………………….

***Action by CEO or Delegate***

Useful information: *this management plan will ensure conflict risks are managed and resolved in favour of the public interest rather than that of the employee and will be based on the following mitigation strategies:*

***Restrict: restrictions are placed on the employee’s involvement in the matter***

***Recruit: a disinterested third party is used to oversee part or all of the process that deals with the matter***

***Remove: the employee removes themselves, or is removed, from the matter***

***Relinquish or Resign: the employee relinquishes the private interest that is creating the conflict. Where relinquishing the interest is not possible (e.g. relationship with family) and the conflict cannot be managed in the public interest using one of the other options above, the employee may consider resigning***

Describe the action proposed to mitigate the real or perceived conflict which has been disclosed and the reasons for the decisions: **Actions taken or to be taken include: (Type or write in space below)**

The above action has been discussed with the employee and is appropriate to resolve the real or apparent conflict of interest disclosed above

**Signature of CEO or Delegate: Date:**

………………………………………………………… …………………………………………………………

 **Employee Endorsement Signature: Date:**

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