

Policy Statement

EV GP Training will ensure all staff members declare conflicts of interest to avoid the perception of or actual inappropriate personal gain through their employment.

Procedure

1. In determining whether or not a conflict of interest exists the following should be taken into account:
 - a. The seriousness of the matter; that is, whether it directly impacts on the rights or interest of any person or the general public.
 - b. Whether the staff member has a current or previous personal, professional or financial relationship with an interested party and the significance of that relationship (for example, an acquaintance, close relationship, previous work experience, or business partnership).
 - c. Whether either party receives a benefit or a detrimental effect as a result of a decision between the parties having an interest in each other.
 - d. The materiality of a potential or actual conflict of interest.
2. A staff member must disclose any financial or ownership interest that he or she or a close family member has in relation to a consultant or contractor to the CEO or relevant Director.
3. Where a disclosure is made to the CEO or Director, they will:
 - a. Authorise in writing continuation of the involvement of the staff member in the matter and place a copy of the correspondence on the personnel file; or
 - b. If deemed a material conflict of interest exists, the CEO or Director will direct the staff member to cease acting in any or all aspects of the matter. Following this, they may issue other directives required to avoid the conflict of interest.
 - c. Where a Director is the staff member affected, the matter will be referred immediately to the CEO.
 - d. If the matter involves the CEO, then the matter should be referred immediately to the Board.
4. Where it is discovered or determined that an individual employed by EV GP Training failed to declare a material conflict of interest, the matter will be investigated. The outcome of the investigation may result in disciplinary action up to and including dismissal.

Definitions

Conflict of interest: A conflict of interest could be (but is not limited to) when a Board Director:

1. Or their immediate family or business interests stand to gain financially, professionally or personally from any business dealings or inside knowledge of the organisation;
2. Offers a professional service to the organisation;
3. Or an ex officio member of the Board has a role on the governing body of another organisation, where the activities of that organisation may be in direct conflict or competition with EVGPT.

Additional Information

Nil

Relevant Legislation

Nil

HR-Org-3.12 Conflict of Interest



EV GP Training has a set of policies which provide the overarching governance framework. Any related policies must be read in conjunction with this procedure.

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