

Assessing personal interests

Members are responsible for assessing their own personal interests and for continuously monitoring whether such interest conflict, or have the potential to conflict, with their University duties and responsibilities.

Identifying whether a personal interest conflicts with a professional duty

Members need to be alert to situations in which they, or the people that they manage or supervise, may have a conflict of interest and ensure that the situation is recognised and handled appropriately.

Conflicts of interest include actual, potential and perceived conflicts:

actual conflict	potential conflict	perceived conflict
A M professional obligation or decision is influenced by a personal interest.	A M professional obligation or decision <i>could</i> be influenced by a personal interest.	A M personal interest could reasonably be perceived, or give the appearance of, improperly influencing professional obligations or decisions.

If a Member has any doubt as to whether a conflict of interest exists they should disclose the matter in accordance with this Policy.

Prohibited acts

The University considers certain conflicts of interest to be unmanageable. Accordingly, unless prior approval from the Vice-

Disclosing a conflict of interest

Each conflict of interest situation must be disclosed in writing as soon as reasonably practicable after it is identified. It is the responsibility of the person to whom the conflict of interest relates (ie the Relevant Individual) to make this disclosure.

Conflicts of interest must be disclosed using the [Conflict of Interest Disclosure Form \(Staff only\)](#), which the Relevant Individual must submit to the Relevant Manager to review.

The [Conflict of Interest Procedures \(Staff only\)](#) set out

acting in a biased or predetermined manner. A personal interest could include a financial or non-financial interest, participating in conflicting roles or predetermination in decision-making. Specific examples of personal interests are set out in the Conflict of Interest Guidance Note.

Relationship means a personal or business connection that could affect how other people view a M and could include a romantic or sexual relationship, family relationship or close friendship. To avoid doubt, a collegial relationship between work colleagues (past or present) is not included except where it could be deemed a close friendship.

Relevant Individual means a person who has, or may have, a conflict of interest.

Relevant Manager means (i) for a Staff Member, their line manager, (ii) for the University Council or committees, or company boards, the relevant chair, (iii) for chairs, the University Registrar, (iv) for the Vice-Chancellor, the Chancellor (v) for the Chancellor, the Chair or the Audit and Risk Committee and (vi) for a contractor, manager, consultant or other service provider, the relevant head of department or service unit director who has responsibility for the same.

Staff Member refers to an individual employed by the University on a continuing or fixed term full or part time basis and includes volunteers.

University means the University of Canterbury and/or its wholly owned subsidiaries.

Related Documents and Information |

