

Wakari School Board of Trustees
**DISCLOSURE OF CONFLICT OF
INTEREST POLICY**

Revised: April 2011



Objective

The specific objective of this policy is to provide clear guidelines to assist staff to avoid conflict of interest as they carry out their employment obligations.

Definition

Conflict of interest is defined as a situation in which the activities of a staff member outside their employment obligations lead to material benefit to the staff member concerned, either directly or indirectly (eg. through a family member, associated entity, or external agency), to the detriment of the School.

Guidelines

1. General

- 1.1 Staff who are in the position to influence any decision relating to the supply of goods and services to the School shall immediately notify the Principal if they hold any financial or other interest in an external agency negotiating with the School for supply of goods or services. Similarly, staff shall not recommend to the School such an external agency as a potential supplier without disclosing the interest held.
- 1.2 Staff shall not personally accept inducements or gifts from suppliers of goods and services to the School if the offer is related to any contractual relationship between the supplier and the School.
- 1.3 Staff shall not use confidential information pertaining to the School during their employment to help any potential supplier to the School of goods and services, achieve advantage over other potential suppliers.
- 1.4 In the event of the Principal finding himself in conflict of interest as stated in 1.1 – 1.3, then the Principal must disclose the conflict of interest to the Board Chairperson.

2. Appointments

- 2.1 Where a relative of a staff member applies for a position at the School in respect of which that staff member has recruitment authority or an associated advisory role, the staff member shall declare their interest and take no further part in the recruitment process.
- 2.2 A staff member in a position to influence the management or promotion of another staff member who is a relative shall disclose the situation to the Principal, who shall take steps to ensure that no conflict of interest arises.

Requirements of Disclosure

1. Where a staff member considers a conflict of interest may exist, they must immediately disclose this, and in writing, to the Principal.
2. When the Principal considers a conflict of interest may exist, they must immediately disclose this, and in writing, to the Board Chairperson.
3. Where the Principal or Board Chairperson determines that a conflict of interest exists, or is perceived to exist, the Principal or Board Chairperson will acknowledge the perceived conflict of interest and:
 - (a) Authorise the staff member in writing to continue in his/her current duties, or
 - (b) Put in place additional processes to ensure that impartiality of the staff member in performing their duties, or
 - (c) Re-organise the duties of the staff member to remove the conflict of interest.

EFFECTIVENESS REVIEW

- 1 This policy will be reviewed by the board in accordance with its triennial programme of self-review.
- 2 The board will make its review report available to parents and staff.


Board Chairperson


Date