

CONFLICTS OF INTEREST

Conflicts of interest arise whenever the personal, professional, or business interests of a Worker are potentially at odds with our best interests.

All Workers are required to act in good faith towards us. Workers need to be aware of the potential for a conflict of interest to arise and should always act in our best interests.

As individuals, Workers may have private interests that from time to time conflict, or appear to conflict, with their employment/engagement with us. Workers should aim to avoid being put in a situation where there may be a conflict between our interests and their own personal or professional interests or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), our interests will be balanced against the interests of the Worker and, unless exceptional circumstances exist, resolved in our favour.

It is impossible to define all potential areas of conflict of interest. If a Worker is in doubt as to whether a conflict exists, they should immediately raise the matter with management.

Workers must:

- declare to management any potential, actual or perceived conflicts of interest that:
 - exist upon becoming employed/engaged by us; or
 - arise, or are likely to arise, during employment/engagement with us; and
- avoid being placed in a situation where there is any potential, actual or perceived conflict of interest if at all possible.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with us, in a timely manner, may result in performance improvement proceedings including dismissal. If a Worker declares such an interest, we will review the potential areas of conflict with the Worker and mutually agree on practical arrangements to resolve the situation.

Workers must disclose to management any other employment/engagement that might cause a conflict of interest with us. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working with us. If such involvement does affect performance or attendance, it will be considered a conflict of interest. Engaging in other business interests during work hours will result in strong performance improvement action.

Workers must not set up or engage in private business or undertake other employment/engagement:

- in direct or indirect competition with us; or
- using knowledge or materials gained during the course of employment with us.