

		24 February 2022	14 March 2022	March 2024
<b>Procedure Statement</b>				
<b>Purpose</b>	<p>The Procedure sets out the steps to be taken under the <a href="#">Conflict of Interest Disclosure and Management Policy</a> to:</p> <ul style="list-style-type: none"> <li>identify a conflict of interest</li> <li>disclose a conflict of interest</li> <li>manage a conflict of interest and</li> <li>fulfil the obligations of the supervisor of the staff member when a conflict of interest has been disclosed.</li> </ul>			
<b>Scope</b>	<p>This Procedure applies to all staff in respect of all their UNSW work, duties and functions, including when using UNSW resources, when participating in UNSW-related activities such as work-related events or travel, conferences or sabbaticals, and in any other circumstances in which a staff member is acting for, or representing, UNSW.</p>			
<b>Are Local Documents on this subject permitted?</b>	<input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document		<input checked="" type="checkbox"/> No	
<b>Procedure Processes and Actions</b>				

Monitoring and review .....	4
6. Approver responsibilities .....	5
7. Role of Deputy Vice-Chancellor Planning and Assurance .....	5
8. Conflict of interest register .....	5
9.	

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<b>Register (disclose)</b>	<p>Recording the disclosure of a conflict of interest in a register is an important first step. It will then be necessary to assess the situation and determine an appropriate management plan.</p> <p><b>There may also be a requirement to disclose it to a funding body, research or industry partner, journal/publisher or ethics committee, in accordance with the terms of funding agreements, research contracts or other contractual or policy requirements.</b></p>
<b>Restrict</b>	<p>It may be appropriate that the staff member's involvement in the matter be restricted. For example, the staff member may need to refrain from taking part in debate or decision-making about a specific issue. It may also be necessary to restrict access to information relating to an issue which is the subject of the conflict of interest.</p>
<b>Recruit</b>	<p>An independent third party may need to be engaged to participate in, re-do, oversee or review and report on the integrity of a decision-making process or transaction.</p>
<b>Remove</b>	<p>Removing the staff member from involvement in the matter altogether may be the best or only option in some circumstances.</p>
<b>Relinquish</b>	<p>A staff member may be required to relinquish their personal or private interests, or another role or appointment they have, to ensure there is no conflict of interest. This</p>

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