

		24 February 2022	14 March 2022	March 2024
Procedure Statement				
Purpose	<p>The Procedure sets out the steps to be taken under the Conflict of Interest Disclosure and Management Policy to:</p> <ul style="list-style-type: none"> • identify a conflict of interest • disclose a conflict of interest • manage a conflict of interest and • fulfil the obligations of the supervisor of the staff member when a conflict of interest has been disclosed. 			
Scope	<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>			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document		<input checked="" type="checkbox"/> No	
Procedure Processes and Actions				

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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Register (disclose)	<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>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.</p>
Restrict	<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>
Recruit	<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>
Remove	<p>Removing the staff member from involvement in the matter altogether may be the best or only option in some circumstances.</p>
Relinquish	<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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