

Conflict of Interest

POLICY AND PROCEDURE

1. Purpose

The purpose of this policy is to help Subee Pty Ltd to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of Subee and manage risk.

2. Scope

All employees of Subee, regardless of their position, operate within the legal and ethical framework of the National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018, the new Aged Care Quality Standards contained in the Quality of Care Amendment (Single Quality Framework) Principles, Charter of Aged Care Rights and the Australian Community Industry Standards 2018. This simply means that we all work within the boundaries defined by applicable laws and ethical standards.

3. Relevant Quality Standards

National Disability Insurance Scheme—Risk Management Rules 2013,
National Disability Insurance Scheme (Incident Management and Reportable Incidents) Rules 2018, National Disability Insurance Scheme Practice Standard 2,
Disability Services Act 1986,
Aged Care Act 1997, Aged Care Quality Standards 8,

Australian Community Industry Standards (ACIS) 2018, 2.1.2

4. Definitions

Real (or actual) conflict of interest

A real (or actual) conflict of interest exists where an employee's private interests have interfered with their duties or are likely to do so.

Apparent conflict of interest

An apparent conflict of interest exists where it appears that an employee's duties may be affected by personal interest, even though this may not be the case.

5. Principles

Conflicts of interest exist when it is likely that employees could be influenced, or it could be perceived that they are influenced, by a personal interest when carrying out a public duty.

Conflicts of interest that lead to biased decision making may constitute corrupt conduct which will not be tolerated by Subee Pty Ltd.

Some situations that may give rise to a conflict of interest include the following:

- financial interests in a matter Subee Pty Ltd deals with or employees are aware that friends or relatives have a financial interest in the matter;
- directorships/management outside organisations, membership of Boards of outside organisations, such as non-

P- Conflict of Interest Policy and Procedure	Printed docs are uncontrolled. View current documents on Subee Intranet	
V1	6/01/2021	Page 1 of 3

Conflict of Interest

POLICY AND PROCEDURE

government organisations where those organisations have some form of dealings with Subee Pty Ltd;

- personal beliefs or attitudes that influence the impartiality of advice given, personal relationships with the people Subee Pty Ltd is dealing with or investigating which go beyond the level of a professional working relationship;
- secondary employment, business, commercial or other activities outside of the workplace, which impact on Clients, clients and or employees;
- situations in which secondary employment or private interests might reasonably be conceived to conflict with their employment duty to SubeeNewlake;
- recruitment of an employee's relative or friend;
- involvement in party political activities;
- involvement in personal relationships with another employee either in a supervisory or non-supervisory position where they are co-depending upon each other; and
- access to information that can be used for personal gain e.g. subsidised or free travel, accommodation, conference attendance or the like being provided by companies which do or could supply goods or services.

management strategy is developed to document and proactively address questions that may arise regarding an individual's objectivity, integrity or professional commitment as a result of the disclosed activity, relationship or financial interest.

Employees may often be the only person aware of the potential for conflict. It is the employee's responsibility to avoid any situation that could compromise their ability to perform their duties impartially.

It is the employee's responsibility to report any potential or actual conflict of interest to their Manager. Where an employee is uncertain whether a conflict exists, they should seek guidance initially from the Operations Manager or Human Resource Manager.

To resolve any conflicts of interest that occur, or should occur, a range of options are available depending on the significance of the conflict. These options include:

- declaring the conflict (or possible conflict) and continuing involvement;
- declaring the conflict (or possible conflict) and not participating in any decision making or discussion of the matter;
- giving up or ending the personal interest;
- transferring from the area of work or particular task where the conflict arises.

6. Reporting and Managing Conflicts of Interest

Subee proactively manages conflict of interest by:

When a conflict of interest disclosure reveals a potential, perceived or actual conflict of interest a

P- Conflict of Interest Policy and Procedure	Printed docs are uncontrolled. View current documents on Subee Intranet	
V1	6/01/2021	Page 2 of 3

Conflict of Interest

POLICY AND PROCEDURE

When deciding what action to take Human Resource Manager considers:

- In deciding what approach to take, the HR manager and or management team will consider whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially
- participate in decision-making
- alternative options to avoid the conflict
- Subee objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of Subee Pty Ltd.
- All actions would be recorded in the employees file

7. Related Policies and Procedures

Service Delivery Policy
Privacy Policy
Confidentiality Policy
Code of Conduct Policy
NDIS Reportable Incidents and Management Policy
Reportable Incidents and Reportable Conduct Management Policy
Risk management Policy
Incident Management Policy

Worker Participant Acknowledgement

I acknowledge receiving the Subee Newlake Conflict of Interest Policy; that I will comply with the procedure; and that there may that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.

Workplace participants name:

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Signed:

Date:

P- Conflict of Interest Policy and Procedure	Printed docs are uncontrolled. View current documents on Subee Intranet	
V1	6/01/2021	Page 3 of 3