

HR-03	CONFLICT OF INTEREST		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

1. PURPOSE

To set out the conditions which are or may be perceived as a conflict of interest.

2. SCOPE

This policy applies to all Library employees.

3. DEFINITIONS

Conflict of Interest - A situation in which private interests or personal considerations may affect an employee's judgement in acting in the best interest of their employer. It includes an employee using their position, confidential information, corporate time, materials or facilities for private gain or advancement, or the expectation of private gain or advancement. A conflict may occur when an interest benefits the employee, any member of the employee's family, friends or business associates.

4. POLICY STATEMENT

- a. Conflict of Interest occurs when an employee is involved directly or indirectly in an activity, interest or association, other than a job-related professional association, which will or may influence their actions, recommendations or decisions in carrying out their duties as an employee of the Library. A conflict of interest arises where an employee's private interest affects the discharge of their duties with the Library. A Conflict of Interest can exist without wilful wrongdoing.
- b. Public confidence in the impartiality, independence and integrity of the Library's employees is essential for the proper administration of the Library's affairs. To maintain public confidence, employees shall not participate in activities that will or may conflict with their obligations to the Library. Where an employee perceives a conflict exists, or is uncertain whether a Conflict of Interest exists, the employee must discuss the matter as soon as possible with the Chief Librarian before acting further.
- c. Even when an actual Conflict of Interest does not exist, employees are expected to be careful of conduct which may give the perception of a Conflict of Interest.
- d. Failure to meet the Library's requirements in relation to Conflict of Interest is considered to be a serious breach of the employee's obligations, which may result in discipline or dismissal.

5. RESPONSIBILITIES

- a. The Library Board is responsible for maintaining this policy.
- b. All Library employees are responsible for adhering to this policy. The employee has to be familiar with this policy and discuss any areas of doubt with the Chief or Deputy Librarian.

RELATED POLICIES

HR-02	Employee Code of the Conduct
HR-37	Respect in the Workplace