

		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)	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. 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.
Restrict	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.
Recruit	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.
Remove	Removing the staff member from involvement in the matter altogether may be the best or only option in some circumstances.
Relinquish	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

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