

Conflicts of Interest Policy

Purpose

This policy outlines the responsibility of all staff of SAHV to declare and manage conflicts of interest.

Scope

All staff are required to adhere to this policy.

Policy Statement

1. When working for SAHV, all employees should place the organisation's interests before any private interests they may have and should be seen to do so. Conflicts of interest, and the perception of conflict of interest, should be avoided.
1. A conflict of interest may occur if an interest or relationship influences or appears to influence the ability of the organisation's employees to exercise objectivity.
2. Where an employee may be seen as having a financial interest in any decision such that it raises the possibility that the employee might be influenced by that financial interest, this interest must be notified to their line manager.
3. Where an employee is in a relationship with any other person working in or having dealings with the organisation, that relationship must be disclosed to the line manager of the employee where that relationship may cause or be construed to cause a conflict of interest.
4. The line manager may issue instructions to the employee regarding relevant workplace matters to assist in avoiding or managing the perceived or actual conflict of interest.
5. Any such disclosures to a line manager shall be held confidentially and may not be taken into account in any employment context other than the avoidance of conflicts of interest.

Document Control

Authorisation:	CEO
Effective Date:	29 th Jul 2020
Version:	01