

## **CONFLICT OF COMMITMENT AND INTEREST POLICY GUIDELINES FOR MANAGERS**

### **Purpose**

All Massey University staff must comply with the [Conflict of Commitment and Interest Policy](#) which provides clear guidelines to help staff avoid both conflict of commitment and conflict of interest as they carry out their employment obligations. The purpose of this information is to assist managers administer the policy within their area of responsibility and influence.

### **As a Manager what are you required to do**

**It is important to remember that responsibility for disclosure of Conflicts of Commitment and Interest resides with the individual with the conflict.**

As a manager of staff, your responsibilities in respect to the policy are to:

- Familiarise yourself with the policy and fully understand it;
- Communicate the policy to your staff and ensure they understand what is expected of them;
- Actively manage any conflicts as they arise within your areas of responsibility and influence; including taking any required actions in accordance with the policy when disclosures are made or in the event of any dispute arising;
- Utilise the Disclosure Form to record the conflict, and
- Review all disclosed conflicts on an annual basis to ascertain whether the conflict is still current. An ideal time to do this is in conjunction with annual Performance Review and Planning (PRP).

Note: Should you require any assistance in ascertaining whether or not a conflict does in fact exist, or in the event that any dispute does arise, please contact your HR Advisor as soon as possible.

### **Common examples Managers may encounter**

As a manager, some common examples you may encounter are as follows:

- A staff member having an ownership or other interest in a company, trust, club, or business supplying, or seeking to supply, goods or services to Massey University;
- A staff member having an ownership or other interest in a company, trust, club, or business supplying, or seeking to supply, goods or services in direct competition with Massey University;
- Staff manager being responsible for the recruitment, direct supervision, performance appraisal, expense approval or leave authorisation process of a family member or close personal friend;
- A staff member having or forming a close personal relationship (whether of a family, friend or intimate nature) with a student they are supervising, teaching, assessing, mentoring or coaching; or
- A fulltime staff member also employed, or previously employed, in any capacity at another organisation.

**Date last reviewed: December 2014**