Appendix A





Remember, a conflict of interest is an interest which is sufficient to influence, or appear to influence, the impartial exercise of your official duties or professional judgments and can be:

Actual: You already have a conflict

Potential: A conflict of interest is about to happen or could happen

Perceived: where other people might reasonably think you may not be or are not being objective

When declaring a conflict of interest, please provide as much information as possible. If you have more than one potential conflict of interest, please report each one on a separate line.

I declare the following interests:

Who does the conflict of interest belong to? (e.g. self, whanau member)	What is the nature of the potential conflict of interest? (e.g. financial, non- financial e.g. close/intimate relationship, conflict of roles, shareholding, etc)	 Nature of conflict of interest held (e.g., shareholder, beneficiary, board member, close friendship, gift received etc)	Suggested management of existing or potential conflict of interest

I agree to comply with any directions from my manager required to manage any conflict of interest including refraining from any discussion and making any decision related to the conflict of interest and/or any other requirement.

I, undertake to make any further declarations detailing any actual, potential or perceived conflicts of

and/or any other requirement	t.		
Name	Signature	Date	
Record of mitigating actions	taken		
Manager Name	 Manager Signature	 Date	

Submit the completed form to your People and Culture Team to be included in the Conflicts of Interest Register.