Conflict of Interest declaration and management plan

**SECTION 1: Who and when?**

It is required that anyone involved in a purchase for which they have an actual, potential or perceived Conflict of Interest completes this declaration and management plan.

It is recommended that everyone involved in a purchasing activity that is valued at $50,000 or more including GST (either immediately, or over a 12-month period) completes this declaration and management plan.

Before completing, read about conflicts of interest on the Ministry of Education site.

**SECTION 2: Personal Information**

|  |  |
| --- | --- |
| **Goods/services to be purchased:** | (Respond here) |
| **Name:** | (Respond here) |
| **Position:** | (Respond here) |
| **School:** | (Respond here) |
| **Role in the purchase:** | (Respond here) |

**SECTION 3: Do you have any actual, potential or perceived Conflict of Interest?**

Choose a response of either ‘Yes’, ‘No’ or ‘Potentially’.

Use the response ‘Potentially’ if others might believe that you have a conflict.

|  |  |
| --- | --- |
| **Do you have any personal interest in the purchasing decision?**  (*e.g. you own shares in a supplier, or related company*) | (Respond ‘Yes’, ‘No’ or ‘Potentially’) |
| **Are you a relative or close friend of someone with a personal interest in the goods or services being purchased or who could be personally affected by the purchasing decision?**  (*e.g. a family member is an employee or shareholder of a supplier*) | (Respond ‘Yes’, ‘No’ or ‘Potentially’) |
| **Do you have any personal obligations, loyalties or bias that could influence the way you evaluate offers and recommend purchases?**  (*e.g. a close friendship with an employee of a supplier*) | (Respond ‘Yes’, ‘No’ or ‘Potentially’) |
| **Have you recently been offered any special discounts, gifts, trips, hospitality, rewards or favours by suppliers of the goods or services being purchased?**  (*e.g. free travel; free samples for your own use*) | (Respond ‘Yes’, ‘No’ or ‘Potentially’) |
| **Are you aware of anything that could give the appearance that you might be biased towards or against a particular supplier?**    (*e.g. you have expressed strong views about a supplier; you worked for a supplier; you use a supplier’s corporate box at a sports event*) | (Respond ‘Yes’, ‘No’ or ‘Potentially’) |

If you have answered ‘Yes’ or ‘Potentially’ to any of the above questions, provide an explanation in Section 6.

**SECTION 4: Confidentiality responsibilities**

All of the discussions, meetings and material (written and electronic) related to the purchase are confidential and I agree to keep this information safe.

I will not give this information to anyone outside the immediate buying team without prior approval from the school board.

**SECTION 5: Restrictions on contact with suppliers**

I agree that my contact with potential suppliers is restricted during the period of the purchasing process. I understand that until the successful supplier has been announced I will not:

* pass information or make comments to them about the purchase
* receive any gift, gratuity, hospitality or any inducement from them
* meet them or have any discussion about the purchase.

I will pass any requests for information and meetings from potential suppliers to the school board.

**SECTION 6: Declaration**

**6.1**

|  |  |
| --- | --- |
| **If you have answered ‘Yes’ or ‘Potentially’ to any of the questions in Section 3, provide details here.** | (Respond here if relevant) |

**6.2**

|  |  |
| --- | --- |
| **I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith.** | **Signed:** (Respond here)  **Date:** (Respond here) |

**SECTION 7: Review by school board member (or delegate)**

This section is to be completed by a member of the school board (or appropriate delegate who is responsible for the purchase process).

|  |  |
| --- | --- |
| **I confirm that I have reviewed this declaration and noted the contents.**  When a Conflict of Interest has been declared, complete Section 8. | **Name:** (Respond here)  **Signed:** (Respond here)  **Date:** (Respond here) |

**SECTION 8: Conflict management plan**

**8.1**

This section is to be completed by a member of the school board (or appropriate delegate who is responsible for the purchase process).

|  |  |
| --- | --- |
| **How will the Conflict of Interest be managed?**  Read about conflicts of interest on the Ministry of Education site for information on managing a conflict. | The following plan has been agreed to manage your declared Conflict of Interest. This takes into account the conflict’s likely effect on your role and responsibilities in the purchasing activity, as well as the risks to the process and the school’s reputation.  (Add plan here) |

|  |  |
| --- | --- |
| **Approval**  I approve the above Conflict of Interest management plan. | **Name:** (Respond here)  **Signed:** (Respond here)  **Date:** (Respond here) |

**8.3**

This section is to be completed by the person who is making the declaration.

|  |  |
| --- | --- |
| **Declaration**  I agree to the above Conflict of Interest management plan. | **Name:** (Respond here)  **Signed:** (Respond here)  **Date:** (Respond here) |

**8.4**

This section is to be completed by a member of the school board.

|  |  |
| --- | --- |
| **Resolved**  The Conflict of Interest has now been resolved and no further action is required. | **Name:** (Respond here)  **Signed:** (Respond here)  **Date:** (Respond here) |