



## Conflict of interest declaration policy

### Rationale

This policy aims to ensure that individuals are aware of their obligation to declare any conflicts of interest that they may have, and to ensure they effectively manage those conflicts of interest as representatives of Toowoomba Catholic Schools.

### Values

Conflict of interest declarations are required and made on the basis of fairness, honesty, integrity and accountability of the person making the declaration and the system requiring them.

### Definition

**Conflict of interest** - Situations where a conflict arises between public or organisational duty and responsibilities of a person and the person's own interest that could unduly influence the performance of the person with respect to the subject matter being discussed. Conflicts of interest may arise in particular from economic interest, political or national affinities, organisational, family or emotional ties or any other common interests that are liable to influence the impartial and objective performance of the task of the person.

### Policy statement

Employees and volunteers are responsible for ensuring that they promptly, fully and appropriately disclose a conflict of interest or potential conflict of interest.

### Consequences

- The Catholic Schools Office and all schools are to establish, implement, monitor and review procedures for employees and volunteers to declare conflicts of interest or potential conflicts of interest.
- Employees and volunteers are to comply with Catholic Schools Office and school procedures for declaring conflicts of interest or potential conflicts of interest.

Most Reverend Robert McGuckin | Bishop of Toowoomba