



**CONFLICT OF INTEREST  
DECLARATION & MANAGEMENT FORM**

Department / Business Unit:

KPRJ Personnel name:

Important information:

**1. Who must complete this form?**

- a. Any KPRJ personnel who has identified a conflict between their personal interests and public duties.
- b. Any KPRJ personnel engaged in a consensual personal relationship where a direct hierarchical relationship is in place (refer to definition section below).
- c. All KPRJ personnel involved in a project (e.g. procurement and tendering etc.) considered to be high risk (e.g. based on the nature or value of the project).
- d. All KPRJ personnel on a recruitment panel.
- e. Any workplace participant (e.g. employees, contractors / consultants) assessed Head of Department / HR Manager as warranting a declaration on the basis of potential, perceived or actual conflict of interest risk (this will be decided having regard to the risk based approach set out in the KPRJ guide to applying the Code of Ethics).

**2. How often must this form be completed?**

- a. This form must be completed:
  - At the time a conflict of interest is identified.
  - Prior to commencement of the tender or recruitment process.
  - At any time instructed by the employee's HOD.

**3. What to do with the completed form?**

- a. The following steps must be taken to complete the declaration process:
  - KPRJ Personnel to complete **Sections A** and **B** of the form and provide to manager or superior;
  - Manager/Superior and the personnel to complete risk management plan at **Section C** (where relevant) and sign declaration at **Section D**; and
- b. A copy of duly completed Form should be extended to Integrity, Governance & Risk Department.

**4. Filling in this form**

- a. Complete the form as accurately and comprehensively as possible.
- b. Type or write your answers legibly.
- c. Provide an answer for each question. Do not leave any questions unanswered.
- d. See the Department's *Conflict of interest policy* for further information and contact details for advice on completing this form.

*This declaration forms part of the Company's procedures to support behavior consistent with the Code of Ethics for KPRJ.*

Definition to assist in completing this form:

**Conflict of interest:** a conflict of interest arises when KPRJ personnel has private interest that could improperly influence, or be seen to influence, their decisions or the performance of their public duties. Conflicts can be actual, potential or perceived and can be financial or non-financial in nature. See the Company's *Conflict of interest* guiding principles in the Anti-Bribery policy for further details.

**Consensual personal relationships:** Include consensual sexual, intimate and/or romantic relationships between adults of any sex or gender identity. Relationships of this kind may be on a casual, periodic or regular basis and may or may not constitute a primary relationship. A familial relationship of spouse or de facto partner also constitutes a consensual personal relationship.

**Familial relationship:** Includes dependents (i.e. spouse/s or children), immediate family members (i.e. dependents, parents, parents-in-law and siblings) and family members (i.e. immediate family members, siblings-in-law, grandparents, step siblings, niece and nephew).

Where there is a direct hierarchical relationship in place, consensual personal relationships or familial relationship must be declared to a manager, a designated disclosure officer (e.g. Human Resources officer) or a designated management representative.

**Direct hierarchical relationship:** a relationship where employees or KPRJ personnel are of different levels of seniority in an organization, within the same reporting line. The senior employee may not have direct management or supervision of the subordinate employee, but has some level of decision power or other authority over their role.

**Section A. KPRJ Personnel, HOD and project / work details**

**A.1 KPRJ Personnel details**

<b>Name</b>		<b>Position Title</b>	
<b>Office Location</b>		<b>Contact Number</b>	
<b>Email</b>			

**A.2 Superior / HOD details**

<b>Name</b>		<b>Position Title</b>	
<b>Office Location</b>		<b>Contact Number</b>	
<b>Email</b>			

**A.3 Project / Work details**

<b>This declaration is made in relation to the following project / task:</b>	
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**Section B. Identification of a conflict interest risk**

**B.1 I have made the following assessment:**  
(Tick appropriate box)

**No risk of conflict of interest identified**

I have considered the nature of the project / task, considered my professional duties and personal interests and declare that to the best of my knowledge no actual, potential or perceived conflict risk of exists. **[Go to section D]**

**Risk of conflict of interest identified**

I have considered the nature of the project/task, considered my professional duties and personal interests and consider that an actual, potential or perceived conflict of interest risk exists. **[Go to section C]**

**Section C. Conflict of interest management plan**

**C1. Type of conflict of interest identified**

**The following conflict of interest risk was identified:**

Useful information: state the specific personal interest identified (e.g. relationship with employee / friend / family; financial interest; conflict of duty etc.) and detail how this raises an actual potential or perceived conflict of interest with the employee's public duties

**C2. Management plan for conflict of interest**

**The KPRJ personnel and manager or superior will take the following action to manage the conflict of interest:**

Useful information: this management plan will ensure conflict risks are managed and resolved in favour of the public interest rather than that of the employee and will be based on the following mitigation strategies:

Restrict: restrictions are placed on the personnel's involvement in the matter

Recruit: a disinterested third party is used to oversee part or all of the process that deals with the matter

Remove: the personnel removes themselves, or is removed, from the matter

Relinquish or Resign: the personnel relinquishes the private interest that is creating the conflict. Where relinquishing the interest is not possible (e.g. relationship with family) and the conflict cannot be managed in the public interest using one of the other options above, the employee may consider resigning.

<b>C3. The personnel and manager or superior will ensure this management plan is reviewed:</b>	<input type="checkbox"/> Within 1 month <input type="checkbox"/> Within 3 months <input type="checkbox"/> Within 6 months <input type="checkbox"/> Within 12 months <input type="checkbox"/> N/A as the conflict is a one-off of short duration <input type="checkbox"/> Other (specify):
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**Section D. Declarations**

**D.1 Declaration**

I declare that to best of my knowledge, the information in this form is true and correct. Any actions described in Section C of the form have been put in place to effectively manage any actual, perceived or potential conflict of interest. I undertake to adhere to any conflict of interest risk management plan set out in Section C to ensure that the Department's reputation and the public interest is adequately protected.

I undertake to make further declaration should a change in my circumstances give rise to an expectation of a conflict of interest.

**Signature of Personnel:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_

**Date:**                    \_\_\_\_/\_\_\_\_/\_\_\_\_

**D.2 HOD or Superior declaration**

I undertake to adhere to any conflict of interest risk management plan set out in Section C, and to monitor my employee's adherence to the management plan, which is in place to ensure that the Department's reputation and the public interest is adequately protected.

**Signature of Manager or Superior:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_

**Date:**                    \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note:** Please provide a copy of duly completed form to Integrity and Governance Department of KPRJ.