

DECLARATION OF OUTSIDE INTERESTS

1. Summary

As an individual employee of Chisholm Institute or its controlled entities (Chisholm), you may have interests outside your employment with Chisholm which may, or have the potential to, conflict with your ability to meet your work obligations for Chisholm or the commercial and legal interests of Chisholm.

2. Outside activities

For the purpose this declaration, "outside interests" include but are not limited to:

- a) paid or unpaid work, whether for your own benefit or the benefit of someone else's business or organisation;
- b) paid or unpaid work with other education providers; and
- c) paid or unpaid work with community organisations or sporting organisations, including through coaching, administration or as a member of a management committee or Board.

Outside interests do not include ordinary household management, including caring for members of your family or household.

You must regularly assess and identify for us your outside interests through this declaration form. You must also complete an updated declaration as soon as those interests change.

3. Actual or potential conflict of interest

In addition to identifying any outside interests, you are also required to assess and declare whether those outside interests conflict with, or have the potential to conflict with:

- a) your ability to safely meet your work obligations for Chisholm; or
- b) the commercial or legal interests of Chisholm.

You must declare any actual or potential conflict as soon as you are aware of it by completing this Declaration and updating it as required.

Types of conflicts (actual or potential) which employees must declare include:

- a) Any conflicts of the kind contemplated by either *QMS209 – Staff Code of Conduct* or *QMS209 01 - Conflict of Interests Guidelines*.
- b) Commercial conflicts, including situations where your outside interest either conflicts or has the potential to conflict with Chisholm's commercial and legal interests (such as contracts, tenders and regulatory obligations). For example, these could arise when you:
 - i. are undertaking work which competes with the services you provide for Chisholm;
 - ii. or your immediate relatives or close friends have a financial interest in the purchasing and tendering processes undertaken by Chisholm; or
 - iii. any personal obligations which would affect your decisions or influence other staff members in relation to the purchasing and tendering processes of Chisholm.
- c) Safety conflicts. These include issues around your ability to safely attend for work at Chisholm due to any outside interests. A safety conflict might arise where your outside interests require a time commitment from you which means you are not getting sufficient rest between your working hours with Chisholm and the hours required in the outside interest.

Initial: HS

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4. What if there is a conflict of interest?

If you declare a conflict of interest, you must abstain from making any decision which would be affected by the actual or potential conflict. We will also speak with you if in our view your outside interest is affecting your performance of work with Chisholm.

5. Why does Chisholm need to know about my outside interest?

Chisholm requires staff to assess their outside interests for the purpose of ensuring that there is no conflict of interest with their employment at the Institute.

The Victorian State Government Code of Conduct and *QMS209 – Staff Code of Conduct* require staff to address conflicts of interest. Clause 3.12 of *QMS209 – Staff Code of Conduct* confirms that employment outside Chisholm must not interfere with your performance at Chisholm.

Where an outside interest is declared, Chisholm will assess whether it gives rise to an actual or potential conflict of interest. Your manager will discuss any concerns with you in the event that Chisholm considers the declared actual or potential interest to be a conflict.

6. Declaration of Outside Interests

The attached Declaration is to be completed by staff to identify their outside interests.

This Declaration must also be completed annually by members of the Chisholm Leadership Group, including but not limited to Executive Directors, General Managers and Business Area Managers.

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I, Heather Sheppard

Position title: Education support

declare that I am currently involved in the following outside interests:

Transmit - Admin
Art teacher - own studio

I declare that, other than as set out below, I do not consider that my outside interests give rise to a conflict of interest of the kind described in the Declaration of Outside Interests summary.

I consider the following outside interests may give rise to a conflict of interest

- 1.
- 2.

Any declaration under the QMS209 – Staff Code of Conduct should refer to the relevant section of the code.

I agree to make a further declaration detailing any actual or potential conflict which may arise at a future time. I agree to abstain from any decision where such a conflict arises.

Signed: Heather Sheppard

Dated: 1/2/19

Witness: Karel Krastek

Signed: Karel Krastek

Dated: 1/2/19

Completed form is to be returned with your Contract of Employment or to the Chair of the Board. This document will be maintained on your personnel file.

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