

# Conflict of Interest Declaration Form

## Section 1: Employee

To be completed by employees without an e number

Employee name

Staff ID

Role/title

College/Department

RMIT employer

Type of conflict

Nature of conflict

Date conflict reported

Conflict description

How will this conflict be managed?

### Employee Declaration:

I declare that the above information is true to the best of my knowledge and I confirm that:

- I have discussed the situation with my manager
- I will take appropriate steps to adequately manage the actual, potential or perceived conflict of interest in accordance with the RMIT Conflict of Interest Policy
- even if a situation has been approved using the Conflict of Interest Policy, I will refrain from acting in a manner which gives rise to an actual, perceived or potential conflict of interest
- I will keep my manager informed of any material changes to the above circumstances and reconfirm my position annually.

Additional comments

Attachments

Manager name (if known)

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## Section 2: Manager or approved delegate

By selecting *approve* you acknowledge that:

- you have discussed the declaration with your direct report
- where required, a treatment plan has been put in place to manage and review the conflict of interest in accordance with the Conflict of Interest Policy and Procedure
- where required, you have sought confidential advice from your line manager or HR business partner.

If you are not satisfied that enough detail has been provided, you may reject the application and request further information.

**Outcome**

**Date**

**Name**

**Signature**

**Role/title**

**Comments**

Please forward completed form to Human Resources.  
This form will be stored on the personnel file.