

Conflict of Interest Procedure

Schedule 1 - Actual, Perceived and Potential COI Examples

Staff are responsible for considering actual, perceived and potential conflicts of interest in all areas relevant to their position at RMIT and identifying conflicts of interest as they arise.

Below is a non-exhaustive list of triggers for identifying conflicts of interest that require disclosure. Some of these conflicts of interest may be allowable with a Management Plan.

(1) Commercial or employment relationships, such as:

- a. Professional positions, such as secondary employment (including at RMIT) or self-employment
- b. Membership on boards, committees or advisory groups of other organisations
- c. Research activities conducted on behalf of corporate entities
- d. Holding an equity interest in a startup company that has contracted with RMIT to conduct further research
- e. Associations or affiliations with a foreign government, foreign political party, a foreign state-owned enterprise, foreign military or policy organisation.

(2) Connection with other educational institutions or other training organisations, such as:

- a. Interests with an organisation that RMIT is engaged, or may become engaged with, that could be perceived to influence the staff member to not act in the best interests of RMIT
- b. A commitment, paid or unpaid, outside RMIT that involves a significant time commitment or frequent absences
- c. Lecturing and tutoring services, which may or may not involve teaching materials for another education provider
- d. Current or past associations with a foreign-sponsored talent program.

(3) Family or personal relationships, such as:

- a. Family or close personal relationships with another RMIT staff member or student
- b. Using RMIT assets or confidential information for personal gain, or for the gain of family, friends or associates
- c. Participating in the admission, supervision, assessment, examination or awarding of prizes to a student with whom they have, or have had a family or personal relationship
- d. Taking part in any selection, promotion, reclassification or evaluation process with prospective or current staff members with whom they have, or have had, a close personal relationship
- e. A personal relationship with staff, students or third parties providing goods and services to RMIT.

(4) Financial investments, such as:

- a. A staff member has a financial interest in an enterprise with which RMIT does business or may do business with
- b. Participating in procurement activities, including tender processes run by or for RMIT

- c. Receiving foreign financial support (cash or in-kind) for research-related activities
- d. Developing commercial arrangements, such as directorships and the purchase of shares or controlling interests
- e. A staff member directing RMIT resources that can influence an external organisation's development and where they or their family members are senior executives, directors or shareholders of that organisation.

(5) Positions of influence that could lead to personal, professional, academic or financial gain, such as:

- a. Recommending or prescribing self-authored resources to students, which are required for the students to fulfill course requirements
- b. Recruiting, selecting and promoting staff or contractors
- c. Having an interest in an organisation with which RMIT does business and being perceived as influencing relevant business decisions
- d. Holding shares in a company controlled by one of the students or staff over whom they have responsibility or management
- e. Supervising research and research training.

Status and Details

Status	Current
Effective Date	13th December 2023
Review Date	13th December 2028
Approval Authority	Vice-Chancellor's Executive
Approval Date	7th December 2023
Expiry Date	Not Applicable
Policy Owner	Fiona Notley Chief Operating Officer
Policy Author	Briony Lewis Executive Director, Governance, Legal and Strategic Operations
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