

Kaimahi Outside Work or Activity Disclosure and Approval Form

Please refer to the Conflict of Interest and Outside Work Policy for a definition of “outside work or activity” and for more information about this Policy.

*Complete this form if the outside work or activity is **NOT** an actual, potential or perceived conflict of interest. If the outside work or activity is an actual, potential or perceived conflict of interest, please complete the Kaimahi Declaration of Conflict of Interest form.*

Name:	
Employee ID No:	Dept:

I hereby disclose that I am currently undertaking and/or intend to undertake the following outside work or activity:

Name of outside organisation:			
Duration of outside work/activity:		to	
I am and/or will be engaged as an	<input type="checkbox"/> Independent contractor	<input type="checkbox"/> Employee	<input type="checkbox"/> Other
Brief description of outside work or activity, estimated time it will take, and any possible impact on my employment at MIT Unitec:			

I confirm that in the outside work or activity I am and/or will be undertaking:	
(a)	there is no possible conflict with my employment at MIT Unitec; and
(b)	there is no competition with MIT Unitec activities; and
(c)	there is no potential for damage to MIT Unitec’s reputation; and
(d)	there has been and/or will be no impact on my or any other kaimahi’s normal workload obligations; and
(e)	there will be no undue inconvenience to other MIT Unitec kaimahi and/or students or cause for their workload to increase; and
(f)	no MIT Unitec resources have been and/or will be used, including MIT Unitec’s communications system (i.e. telephone, email), other than as has been approved in writing by my Head of Department / Manager (attach approval to this form); and
(g)	the work has been and/or will be conducted off campus and outside work hours; and
(h)	no MIT Unitec letterhead, stationery, address or contact detail (including electronic mail and telephone) has been and/or will be used; and
(i)	no MIT Unitec entity has appeared and/or will appear as a party to any contract entered into; and
(j)	no administrative, secretarial or technical area of MIT Unitec has provided and/or will provide services for, or assistance with, the private paid outside work.

Applicant’s initials: _____

I further acknowledge that disciplinary action may be taken against me if I fail to disclose any relevant information, and/or supply any false or misleading information, and/or fail to abide by the commitments I have made, on this form. I undertake to notify my Manager immediately if any statement or information I have given here becomes untrue.

I understand that significant changes to the information included on this form will require a new disclosure and approval.

Applicant's signature: _____

Date: _____

Decision by Manager

This disclosure is Consistent with the requirements of the Conflict of Interest and Outside Work Policy
 Not consistent with the requirements of the Conflict of Interest and Outside Work Policy

therefore the work/activity described is duly Approved
 Not approved.

Name: _____

Position: _____

Signature: _____

Date: _____

Once a decision has been made, a copy of this form is to be forwarded to:

- The kaimahi concerned (applicant)
- Manager
- People and Culture

People and Culture Office Use

All details and signatures checked and completed

Yes No

HRMIS updated

Yes No

The information collected on this form will be managed in accordance with our Privacy Policy