

Ngā Hātepe | Interim Conflict of Interest and Outside Work Procedure

Mō wai me te whānuitanga | Audience and scope

These Procedures apply to:

- a) all employees of MIT|Unitec, including contracted staff, consultants and secondees providing services for MIT|Unitec, and those on fixed-term contracts (collectively referred to as kaimahi in these Procedures); and
- b) where appropriate, Ohu Kaitiaki, which extends to all those operating at a governance level, including Council members and members of council’s advisory committees.

Mokamoka whakaaetanga | Approval details

Version number	1	Issue date	1 January 2026
Approval authority	Council	Date of approval	8 December 2025
Procedure sponsor (has authority to make minor amendments)	People and Culture	Procedure owner	People and Culture
Contact person	Director People and Culture	Date of next review	During 2026

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 January 2026	Approved by Tāmaki Transition Group (SLT) Oct 2025. Approved by Council 8 December 2025.	Policy is lift and shift from Te Pūkenga policy required as a compulsory policy into a new entity. Incorporated the Unitec Outside of work policy into this one policy.

Ngā Ihirangi | Table of Contents

Ngā whakatikatika Amendment history.....	1
1. Pūtake Purpose	3
2. Ngā Mātāpono Principles	3
3. Tirohanga Whānui Overview.....	3
4. Ngā Hātepe Procedures	4
5. Ngā Haepapa Responsibilities	11
6. Ngā Tikanga Definitions.....	12
7. Ngā Hononga ki Tuhinga kē Links to Other Documents.....	13

Ngā Hātepe | Interim Conflict of Interest and Outside Work Procedures

1. Pūtake | Purpose

- 1.1. The purpose of these Procedures is to support MIT|Unitec Conflict of Interest and Outside Work Policy by:
 - a) setting out a clear process for how conflicts of interest (perceived, actual or potential) are to be handled at MIT|Unitec; and
 - b) guiding managers in deciding how conflicts of interest held by MIT|Unitec kaimahi are to be managed; and
 - c) guiding Ohu Kaitiaki in deciding how conflicts of interest held by MIT|Unitec Ohu Kaitiaki are to be managed; and
 - d) Providing guidance to support safe and responsible involvement in external work, entrepreneurial and community activities outside of MIT|Unitec.
- 1.2. The purpose is also to ensure conflicts of interest are handled in a way that maintains public trust in MIT|Unitec, its kaimahi and Ohu Kaitiaki, and to mitigate any legal, commercial, political, and/or reputational risk that may result from those conflicts. A conflict of interest is described more fully in the Definitions section (clause 6 below).

2. Ngā Mātāpono | Principles

- 2.1. As part of good public conduct, all decisions made relating to conflicts of interest and outside work should be made with a spirit of:
 - a) integrity
 - b) impartiality
 - c) accountability
 - d) trustworthiness
 - e) respect
 - f) responsiveness.
- 2.2. When a conflict of interest is declared, MIT|Unitec will consider whether something should be done to manage that conflict. In doing so, MIT|Unitec will have regard to the principles at 2.1, these Procedures and any possible reputational risk arising from how observers might reasonably perceive the situation.
- 2.3. Kaimahi or Ohu Kaitiaki seeking advice on conflicts of interest and outside work should contact their line manager or Chair (as applicable). Advice may also be sought from MIT|Unitec legal advisors. People, Culture and Wellbeing are also available to provide advice to managers.

3. Tirohanga Whānui | Overview

- 3.1. These Procedures should be read in conjunction with MIT|Unitec Conflict of Interest and Outside Work Policy.

- 3.2. All conflicts of interest and existing or intended outside work should be declared as soon as they arise and dealt with in accordance with these Procedures as soon as reasonably practical.
- 3.3. For kaimahi, decisions on how to manage conflicts of interest and outside work are made by their manager. Managers should consult with People, Culture and Wellbeing in the application of these Procedures as appropriate.
- 3.4. For Ohu Kaitiaki, where the person holding the interest is a Council member, decisions on how to manage conflicts of interest are made by the Council or, where the person holding the interest is a member of an advisory committee, the advisory committee.

4. Ngā Hātepe | Procedure

PART A: PROCEDURES FOR KAIMAHI

This section applies to all MIT|Unitec kaimahi.

Declaring an interest

- 4.1. Kaimahi declare conflicts of interest and outside work, by completing a Conflict of Interest or Outside Work Declaration Form (Appendix A or B) and submitting it to their manager.
- 4.2. A conflict of interest includes an intimate relationship or a close personal relationship between kaimahi and their colleagues, ākonga or stakeholders particularly where such a relationship might influence a person's judgement or ability to make impartial or objective decisions and may be financial, non-financial or a conflict of roles. Kaimahi must disclose any conflicts of interest, actual, potential or perceived arising from any such relationship.
- 4.3. Kaimahi must complete and submit a Conflict of Interest declaration form:
 - a) Prior to commencement of their employment with MIT|Unitec
 - b) As part of an annual process where the kaimahi holds a senior leadership position (even if they don't have a conflict of interest)
 - c) Whenever their personal or work situation changes in a way that would or could create a conflict of interest. If there is any doubt about whether a conflict of interest exists, you should still complete and submit a Conflict of Interest Declaration Form
 - d) Where there are significant changes to an existing conflict of interest
 - e) Before becoming involved in a procurement process where the goods or services being procured are valued at \$50,000 or more. For the avoidance of doubt, those "involved in a procurement process" includes:
 - Everyone on the procurement team (including but not limited to kaimahi, contractors, and consultants)
 - All members of the evaluation panel
 - Any consultant asked to advise the procurement team
 - Anyone involved in making a recommendation
 - Anyone involved in approving a recommendation or making an important decision

- Anyone making a financial approval for the procurement.
- 4.4. Kaimahi (other than casual employees) must disclose their existing and intended outside work or activities by completing and submitting the Kaimahi Outside Work or Activity disclosure and approval form:
- a) Prior to commencement of their employment with MIT|Unitec
 - b) As soon as the kaimahi is aware of any new work or activity or change to previous disclosures.
- 4.5. Once completed, the Declaration(s) must be submitted to their manager. Declarations will be held on the kaimahi personnel file
- 4.6. If a conflict or outside work arrangement ceases to exist, kaimahi must notify their manager so that the Interests Register can be updated.

Interests Register

- 4.7. A register of kaimahi conflicts of interests and outside work (the “Interests Register”) will be maintained by People, Culture and Wellbeing as a record of conflicts of interest declarations and outside work.
- 4.8. The Interests Register will include notes on the assessment of each conflict of interest and outside work activity and action taken (or not) to manage a conflict of interest / outside work arrangement.

Managing conflicts of interest

- 4.9. Each conflict of interest situation must be dealt with as soon as reasonably practicable after it is identified.
- 4.10. MIT|Unitec will assess conflicts of interest declared to them in accordance with clause 4.10 and determine whether further action is required in order to manage a conflict of interest. In determining this, MIT|Unitec will consider:
- a) the seriousness of the conflict of interest including:
 - the type or size of the conflict of interest held by the kaimahi concerned
 - the nature or significance of the particular decision or activity being carried out by MIT|Unitec, in which the kaimahi is involved; and
 - how an impartial observer might reasonably perceive the conflict of interest, whether or not any wrongdoing is involved.
 - b) the level of risk, or perceived risk the conflict of interest gives rise to.
 - c) the range of possible mitigation options available, including (but not limited to):
 - no action
 - declare the conflict of interest publicly (taking into account privacy considerations)
 - asking whether all affected parties will agree to the person’s involvement
 - seeking a formal exemption to allow participation (if such a legal power applies)
 - imposing additional oversight or review over the person
 - withdraw from discussing or voting on a particular item of business at a meeting, or taking some other steps to limit influence or decision-making powers (for example, they might

not take part in decisions but could still provide advice)

- exclusion from a committee or working group dealing with the issue
- re-assigning certain tasks or duties to another person
- agreement or direction not to do something
- withholding certain confidential information
- placing restrictions on access to information (including, if applicable, post-employment restrictions, such as restrictions under a restraint of trade agreement)
- relinquishing the private interest
- refraining from having further dealings with a person or organisation.

- 4.11. Where a manager determines that there is an actual or potential conflict of interest that impacts on the kaimahi role, the manager, in consultation with People, Culture and Wellbeing, will discuss with the kaimahi the required restrictions on their role to prevent bias or personal gain (perceived, actual or potential) and make a written record about any decision.
- 4.12. Where restrictions are unlikely to avoid a conflict of interest the kaimahi may be offered an alternative position or project within MIT|Unitec (temporarily or permanently), or be required to resign from their position (either with MIT|Unitec or otherwise), to remove the conflict of interest.
- 4.13. All discussions relating to conflicts of interest will be documented by the manager and a copy of the notes included in the kaimahi personnel file. Decisions made, including a decision to take no further action, must be recorded in the Interests Register.

Secondary Engagements / Outside Work

- 4.14. Permanent and Fixed-term Kaimahi will not accept other employment, contract, or assignment (paid or unpaid) without the prior written approval of their MIT|Unitec manager where any of the following may apply:
- a) the employment, contract or assignment could give rise to a conflict of interest;
 - b) the employment, contract or assignment such work or activity involves paid private coaching or teaching of ākonga enrolled with MIT|Unitec, including if this occurs during a period when a kaimahi may be on approved leave, including leave without pay;
 - c) MIT|Unitec kaimahi and/or MIT|Unitec are unduly inconvenienced or have their workload increased because of the other employment, contract or assignment;
 - d) such employment, contract or assignment is done at the expense, or to the detriment, of the quality of the performance of the kaimahi MIT|Unitec duties;
 - e) such employment, contract or assignment may directly or indirectly damage the reputation of MIT|Unitec; or
 - f) the kaimahi uses MIT|Unitec resources for the employment, contract or assignment (beyond reasonable and occasional use approved by their manager); or
 - g) the kaimahi associates their outside work or activity with MIT|Unitec; or
 - h) the kaimahi uses his or her connection to or status at MIT|Unitec in any way in obtaining or carrying out the outside work or activity.

Approval

- 4.15. Any application for secondary engagement will be considered in accordance with these Procedures before approval is provided.
- 4.16. MIT|Unitec may decline to approve the other employment, contract or assignment where it considers there is a conflict of interest or where MIT|Unitec reasonably considers that the effect of the other employment, contract or assignment on MIT|Unitec (including kaimahi and ākongā) is or may be detrimental.
- 4.17. Where approval is given:
- a) The impact on you (and your ability to perform work for MIT|Unitec) and those with whom you come into contact, will be monitored by MIT|Unitec.
 - b) MIT|Unitec may place terms or conditions on approval, including implementing a trial period for the work or activity to assess if the work or activity will be approved.
 - c) The arrangement will be reviewed annually, when circumstances change, or at the sole discretion of MIT|Unitec. You must actively participate and engage in this review to enable MIT|Unitec to assess what impact, if any, the arrangement is having on MIT|Unitec, you or those you come into contact with, in the course of performing your duties.
 - d) If any change to the approved arrangement is to occur, or a new arrangement is to commence, you must seek further prior written approval.

Treatment of Not Prohibited Outside Work or Activities

MIT|Unitec-initiated work activities

- 4.18. An MIT|Unitec- initiated work activity occurs if MIT|Unitec enters into a contract with a client or other business partner that requires the kaimahi to work externally. Kaimahi undertaking work pursuant to this contract do so as employees of MIT|Unitec and have no separate contractual relationship with the client. Such work will usually (but not necessarily) involve:
- a) teaching and other educational activities undertaken on behalf of MIT|Unitec;
 - b) other commercial activities undertaken on behalf of MIT|Unitec; or
 - c) other professional activities undertaken on behalf of, or as a representative of MIT|Unitec.
- 4.19. There is no requirement to notify MIT|Unitec or to obtain approval to engage in MIT|Unitec-initiated work as the contractual arrangements entered into by MIT|Unitec with the client or other business partner to the particular activity will suffice.
- 4.20. Kaimahi may seek the approval of MIT|Unitec to convert a potential private paid outside work arrangement to an MIT|Unitec-initiated work arrangement under this sub- section of this Policy. The Chief Executive, at his or her sole discretion, will determine whether or not MIT|Unitec will sponsor such private paid outside work activity.
- 4.21. A kaimahi shall not receive any personal payment of proceeds from any contract entered into by MIT|Unitec except with the prior approval of the Chief Executive.

Private Outside Work

- 4.22 There are three broad categories of private outside work: tertiary institution activities; private unpaid outside activities and private paid outside work.
- 4.23 Private paid outside work includes:
- private paid outside work by kaimahi (excluding casual kaimahi) for whom MIT|Unitec has not stipulated set days and hours of work;
 - private paid outside work by full or part time kaimahi regardless of when the work is undertaken and including during periods of leave with or without pay; and
 - private paid outside work where a benefit flows to the kaimahi in any way, including to a trust, partnership or company with which the kaimahi, their immediate family or relatives are associated (including directorships of companies, beneficiaries and trustees).

Tertiary institution activities

- 4.24 Kaimahi of tertiary institutions frequently engage in activities for which they may, but do not necessarily, receive remuneration. Such activities include:
- writing books or articles for publication in their field of expertise
 - contributions to the press
 - radio or television broadcasting engagements or contributions
 - examining post-graduate theses and/or research papers for other institutions
 - lectures, seminars or other speaking or training engagements
 - service on governmental or related committees, tribunals or other bodies
 - refereeing of articles in professional journals
 - writing book reviews
 - service on editorial boards or committees, and
 - other similar activities
- 4.25 If the above activities occur frequently (e.g. weekly contributions to the press or a series of lectures/tutorials within an academic subject or course taught at another institution) and the kaimahi concerned receives remuneration or is granted a concession in workload allocation by their manager, then the provisions of this Policy relating to private paid outside work under 4.29 will apply.
- 4.26 A kaimahi engaging in tertiary institution activities is not required to disclose or obtain approval to undertake such activities, provided that such activities do not conflict with his or her employment at MIT|Unitec. If circumstances change and/or the kaimahi is unsure if the prohibitions on certain kinds of outside work (both paid and unpaid) set out in 4.14 apply to the work or activity, they should seek guidance from their Manager.

Private unpaid outside activities

- 4.27 Unpaid outside activities are unpaid industry or community based work performed by a kaimahi that benefits MIT|Unitec and/or the community being served. Such activity may include membership of professional associations, committees, boards and directorships, as well as other work in the community.

- 4.28 Kaimahi engaging in private unpaid outside activities that do not fall under the prohibited categories set out in 4.14 are not required to disclose or obtain approval to undertake such activities.

Private paid outside work

- 4.29 Private paid outside work is paid work (other than those activities described in 4.24 above) undertaken by a permanent or fixed term kaimahi in a private capacity which is outside of the kaimahi's annual work programme and does not form part of the kaimahi's work at MIT|Unitec. In this situation the kaimahi acts in a private capacity and sells his or her services, either as an employee or as an independent contractor or through a company or partnership. In general, private paid outside work requires disclosure and approval must be obtained prior to undertaking this work.
- 4.30 Private paid outside work does **not** include work performed for MIT|Unitec commercial entities, offshore activities, or other MIT|Unitec-sponsored activities in which MIT|Unitec is engaged.

Liability and insurance

- 4.31 Private paid outside work is not covered by any of MIT|Unitec's insurance policies, in particular those relating to public risk and professional indemnity. MIT|Unitec accepts **no liability** for any matters arising out of any private paid work, or any private unpaid work that is not recognised in the kaimahi's workload allocation. All kaimahi, in all circumstances, engage in such work **at their own risk**. It is the responsibility of kaimahi, if they so wish, to arrange for appropriate insurance cover.

Private paid work for MIT|Unitec

- 4.32 An MIT|Unitec employee shall not do any work for MIT|Unitec in a private paid consultative, advisory or professional capacity, whether as an independent contractor or through any intermediate entity (including a company) that is in addition to their ordinary duties, unless that kaimahi's Manager has on behalf of that kaimahi obtained the prior written approval of the Chief Executive or his or her delegate.

Use of MIT|Unitec resources

- 4.33 Except with the prior approval in writing of their Manager, no kaimahi may use resources provided by MIT|Unitec, such as accommodation, the services of other MIT|Unitec kaimahi (whether technical, administrative or academic), facilities, equipment, telephone (other than reasonable and occasional use), computing or network links (other than reasonable and occasional use), and the like in connection with private outside work. If this use is likely to occur a cost that the Manager and/or Approving Authority assesses should be recovered from the kaimahi;
- the kaimahi's Manager must ensure that any costs associated with the provision of any resources to the kaimahi is fully identified in accordance with any current Cost Recovery Guidelines as may be promulgated by the Director Finance, from time to time;
 - the kaimahi is issued with an appropriate GST invoice for such costs; and
 - the kaimahi agrees in writing to repay such costs within the specified period.

- 4.34 Any amount owed to MIT|Unitec by a kaimahi under this policy constitutes a debt to MIT|Unitec and may be recovered by MIT | Unitec by any lawful means.
- 4.35 Except as otherwise permitted by their Manager, the kaimahi must direct all outside work communications to a non-MIT|Unitec address.

PART B: PROCEDURES FOR OHU KAITIAKI

This section applies to all MIT|Unitec Ohu Kaitiaki.

Obligations under the Education and Training Act

- 4.36 Schedule 11 of the Education and Training Act requires that Council members or Council committee members who have an interest in a matter being considered or about to be considered by the Council or the committee, must disclose the nature of the interest at a Council or committee meeting, as soon as possible after the relevant facts have come to the member's knowledge.
- 4.37 For the purposes of Schedule 11 of the Education and Training Act, a person has an interest in a matter if, and only if, the matter relates to the conditions of service of the person as the chief executive or a member of the kaimahi of MIT|Unitec or the person has any other direct or indirect pecuniary interest in the matter.

Declaring an interest

- 4.38 Ohu Kaitiaki must complete and submit a Conflict of Interest Declaration Form:
- a) On commencement of their engagement with MIT|Unitec; and
 - b) As part of an annual declaration process (even if they don't have a conflict of interest).
- 4.39 In addition to the Conflict of Interest Declaration Form required under section 4.38, conflicts of interest will be a standing agenda item at all Council and committee meetings. At the meeting, Ohu Kaitiaki must disclose any updates or changes to their conflict of interest declaration, and any conflicts of interest with any item on the agenda. A disclosure by a Council or committee member must be recorded in the minutes of the meeting.
- 4.40 In addition to the requirements of Schedule 11 of the Education and Training Act, Council and committee members must also disclose any conflicts of interest that would meet the broader definition in the Conflicts of Interest Policy.

Managing conflicts of interest

- 4.41 Each conflict of interest situation must be dealt with as soon as reasonably practicable after it is identified.
- 4.42 The Council or committee member must comply with any strategies and monitoring procedures for managing a conflict of interest determined by the Council or the committee.
- 4.43 Without limiting section 4.42 above, the Council or committee member must not be present during any deliberation, nor take part in any decision, of the Council or the committee with respect to the

matter unless the Council or committee otherwise agrees.

Secondary Engagements

- 4.44 Council members are not permitted to undertake consultancies for MIT | Unitec in accordance with the Fees Framework (see the Council Fees and Expenses Guide).

5 Ngā Haepapa | Responsibilities

Role	Responsibilities
All MIT Unitec kaimahi	<ul style="list-style-type: none"> • Declare any conflicts of interest in accordance with these Procedures. • Declare all existing or intended outside work in accordance with these Procedures. • Be alert to any situations where any further conflict of interest could exist and declare any further conflicts of interest as soon as they arise. • Where necessary, work alongside their manager to manage a conflict of interest. • Comply with any plans, mitigations or strategies to manage conflicts of interest or outside work as directed by their manager.
Managers	<ul style="list-style-type: none"> • Promote awareness and understanding of MIT Unitec Conflict of Interest and Outside Work Policy and Procedures within their teams. • Ensure their direct reports complete declarations of conflicts of interest and outside work in accordance with these Procedures. • Remain alert to situations where the people that they manage or supervise may have a conflict of interest and ensure that the situation is recognised and managed appropriately. • Assess all conflicts of interest and outside work in accordance with these Procedures to determine whether further action is necessary to manage the conflict/ outside work. • Where necessary, work with the kaimahi concerned to develop a plan to manage the conflict in consultation with People, Culture and Wellbeing. • Ensure all conflicts of interests / outside work held by kaimahi under their management are recorded in the Interests Register, along with notes relating to assessment and decisions to take (or not take) further action to manage conflicts of interest / outside work.
People Culture and Wellbeing	<ul style="list-style-type: none"> • Support managers in managing conflicts of interest and outside work for kaimahi.
All MIT Unitec Ohu Kaitiaki	<ul style="list-style-type: none"> • Declare any conflicts of interest in accordance with these Procedures. • Be alert to any situations where any conflict of interest could exist and declare any further conflicts of interest as soon as they arise. • Where necessary, work alongside Council or committee members (as applicable) to manage a conflict of interest. • Comply with any plans, mitigations or strategies to manage conflicts of interest as determined by their fellow Council or committee members (as applicable).

6 Ngā Tikanga | Definitions

Term	Means
Conflict of Interest	<p>A conflict of interest is where the responsibilities you have as MIT Unitec kaimahi or Ohu Kaitiaki overlap with some other interest you have in your private life.</p> <p>That other interest could be a non-financial interest such as a relationship (family, friends, acquaintances), a financial interest (role in another organisation, or a business interest as a shareholder, partner, director or owner) or other personal commitments or responsibilities. They may also include the interests of whanau or friends if those interest overlap with your own professional duties.</p> <p>It is any situation where your independence, objectivity or impartiality could potentially be doubted or challenged, even if you have no intention of acting improperly, and are confident that you can think and act impartially.</p>
Financial conflict	<p>A financial conflict of interest is any situation where you stand to gain or lose financially from a decision you are asked to make. A financial interest means anything of monetary value, including but not limited to:</p> <ul style="list-style-type: none"> • Salary or payment for services (for example: consulting fees and honoraria); • Equity interests (for example shares, share options and other ownership interests); • Gifts; • Allowances, forgiveness of debts, interests in real estate, or personal property, dividends, rents, capital gains; and • Intellectual property rights (for example: patents, copyrights and royalties from these rights). <p>These interests can be direct (you will gain or lose personally) or indirect (a person close to you will gain or lose).</p>
Non-financial conflict	<p>A non-financial conflict of interest is any situation where you are not affected financially by a decision but are affected in some other way that might make you biased or appear to be biased. A non-financial conflict of interest might arise, for example, from a family relationship, friendship, or any other sort of personal relationship, or if you are involved with another organisation outside of work.</p>
Conflict of roles	<p>A conflict of roles can arise in any situation where you are a decision-maker for two different organisations about the same matter. The question you need to consider is not so much whether your interests conflict, but whether the interests of the two organisations you work for do.</p>

7 Ngā Hononga ki Tuhinga kē | Links to Other Documents

Ngā Kaupapa-Here e Hāngai ana | Related policies

- Interim Conflict of Interest and Outside Work Policy
- Code of Conduct
- Interim Privacy Policy

Ngā Tukanga me ngā Hātepe | Processes, procedures

- Interim Privacy Procedure
- Disciplinary Procedures

Ture whai take | Relevant legislation/guidance

- [Education and Training Act 2020](#)
- <https://oag.parliament.nz/2020/conflicts/docs/conflicts-of-interest.pdf>

Appendix A – Complete for all actual, potential, or perceived conflicts of interest. If you are disclosing an outside work or activity with no conflict of interest, please refer to the form in Appendix B.

Kaimahi Declaration of Conflict of Interest

Remember, a conflict of interest is an interest which is sufficient to influence, or appear to influence, the impartial exercise of your official duties or professional judgments and can be:

Actual: you already have a conflict

Potential: a conflict of interest is about to happen or could happen

Perceived: where other people might reasonably think you may not be or are not being objective

When declaring a conflict of interest, please provide as much information as possible. If you have more than one potential conflict of interest, please report each one on a separate line.

If the actual, potential or perceived conflict of interest relates to outside work or activity, please complete this form instead of the Kaimahi Outside Work or Activity Disclosure and Approval form.

I declare the following interests:

Who does the conflict of interest belong to? <small>(e.g. self, whanau member)</small>	What is the nature of the potential conflict of interest? <small>(e.g. financial, non-financial e.g. close/intimate relationship, conflict of roles, shareholding, etc)</small>	Who/what is the other party to the conflict of interest? <small>(Name of organisation, company, person etc.)</small>	Nature of conflict of interest held <small>(e.g., shareholder, beneficiary, board member, close friendship, gift received etc)</small>	Suggested management of existing or potential conflict of interest

I, undertake to make any further declarations detailing any actual, potential or perceived conflicts of interest as soon as they arise while I am an MIT | Unitec kaimahi.

I agree to comply with any directions from my manager required to manage any conflict of interest including refraining from any discussion and making any decision related to the conflict of interest and/or any other requirement.

Name

Signature

Date

Record of mitigating actions taken

Manager Name

Manager Signature

Date

Submit the completed form to your People, Culture and Wellbeing Team to be included in the Conflicts of Interest Register.

Appendix B - Complete for outside work or activities where there is no actual, potential, or perceived conflicts of interest. If you are disclosing an outside work or activity where there is a potential, perceived or actual conflict of interest, please complete the form in Appendix A. Casual kaimahi do not need to complete this form.

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