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**Conflict of Interest Declaration**

in relation to the sourcing project specified below

**SOURCING PROJECT NAME (Mandatory Field - Required by Auditor):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOCUMENT REFERENCE (Where Available):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conflict of Interest**

The ACU Code of Conduct specifies the following obligations in terms of staff dealing with conflicts of interest:

*In general terms, staff members must avoid all situations in which a potential or actual conflict of interest arises in relation to the performance of their duties. However, where this is not possible, the staff member will, in writing, inform the delegated senior University manager responsible for the area in which they work if a potential or actual conflict of interest arises.*

*Examples of conflicts of interest include, but are not limited to, situations where staff members’ private arrangements, benefits, interests (whether pecuniary or otherwise), personal circumstances or personal or family relationships could, or could be perceived to, impinge on a staff member’s ability to act in the best interests of ACU.*

In tender processes this would include having influence over a financial transaction (or other business dealing) undertaken by, in the name of, or on behalf of ACU.

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME POSITION TITLE / DEPARTMENT

for the tender process listed above,

1. declare that I **agree** 
   1. to treat all matters discussed in connection with this meeting or advisory/consultative group in absolute confidence and will not divulge to any other party without specific written permission of ACU.
   2. to use my best judgement and be accountable for the achievement of aims relating to activity or meeting described above.
   3. to demonstrate personal integrity and ethical behaviour.
   4. to maintain in confidence, even after ceasing involvement with the group, any information gathered during the course of my involvement with ACU.
   5. to neither accept nor seek to gain any unfair advantage, gift, gratuity or hospitality for myself, or my relative(s).
2. that to the best of my knowledge, have no conflict of interest in relation to the abovementioned tender process other than any matters disclosed below:

|  |  |
| --- | --- |
| **Source of Income:** Do you/your family have a source of income or reward (other than your role with ACU) from any commercial party that could benefit from the subject under discussion? |  no  yes |
| **Office Holder:** Are you/a member of your family an office holder in any company, trustee company or other body in which you hold office and whether it is a public or private company in relation to the subject under discussion? |  no  yes |
| **Trusts:** Do you/a member of your family have shareholdings, investments or other business interests in relation to the subject under discussion? |  no  yes |
| **Agreements:** Do you have any contract, agreement or understanding entered into by you or a member of your family that gives rise to an obligation or an expectation of reward, such as an agreement about future employment in relation to the subject under discussion? |  no  yes |
| **Other Interests:** Any other association or financial or other interest of you or a member of your family during the return period of which you are aware which could reasonably raise an expectation of a conflict? |  no  yes |

This information is true and correct to the best of my knowledge. I declare that as far as I am aware, none of these private interests conflict with participation in this tender process. I undertake to immediately advise the Tender Committee Chairperson or Sourcing Project Manager, responsible for the finalisation of the evaluation activity for this project, if a conflict or potential conflict arises and to stand down in any decision making process in which I may be compromised.

Signature of Declarant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Declarant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completion of this declaration is a safeguard for you and ACU. The purpose is to avoid any conflict of interest between your private interests and your work duties.

The ACU Code of Conduct provides guidance on the following matters:

* conflict of interests,
* the acceptance of gifts or benefits, and
* personal and professional behaviour.