

In accordance with the [Employee Conflict of Interest Procedure](#), perceived, potential or actual conflicts of interest must be declared during an employee's annual performance review.

Where a conflict arises that has not been declared at the annual review, or arises in incidental or ad hoc circumstances, this form is to be completed by the employee and submitted to their supervisor, before being sent to Human Resources via [conflictofinterest@usq.edu.au](mailto:conflictofinterest@usq.edu.au) where it will be stored confidentially on the Employee's personal file with the University.

EMPLOYEE DETAILS			
<b>Last Name:</b>		<b>First Name(s):</b>	
<b>Employee ID:</b>		<b>Position:</b>	
<b>Work area:</b>			
CONFLICT OF INTEREST TYPE and CATEGORY			
Refer to the Employee Conflict of Interest procedure for details, and tick the appropriate box/es:			
<b>Type of conflict:</b>			
Actual Conflict of Interest	Perceived Conflict of Interest	Potential Conflict of Interest	
<b>Category of conflict being declared:</b>			
Personal Relationships	Private Interests	Personal Benefits	Committee Conflicts
<p><sup>1</sup> Gifts or benefits, including cash or cash equivalents, valued at more than \$100 must be reported to the Office of the CFO for recording in the University Gift and Benefits Register.</p> <p><sup>2</sup> Employees must also declare all outside employment, external committee, board memberships and directorships held in public or private companies or organisations, in accordance with the Outside Employment Undertaken by USQ Employees Procedure, and complete the relevant form, either:</p> <ul style="list-style-type: none"> <li>• Application for Approval to Hold Directorship; or</li> <li>• Approval to Undertake Outside Employment</li> </ul>			
Is the conflict of a material and/or ongoing nature?	Yes	No	Unsure
CONFLICT OF INTEREST DETAILS			
Brief description of the Conflict of Interest:			
<p>Following discussion with my supervisor I confirm that:</p> <p>There is no requirement to complete a Conflict of Interest Management Strategy.</p> <p>A Conflict of Interest Management Strategy is required and I agree to cooperate in the formulation of the Strategy.</p> <p>I agree to update this declaration, and Management Strategy, throughout the period of my employment with the University on an annual basis at my Enrich review, or until such time as the conflict ceases to exist.</p>			
EMPLOYEE DECLARATION			
<p>Following discussion with my supervisor I confirm that:</p> <p>There is no requirement to complete a Conflict of Interest Management Strategy.</p> <p>A Conflict of Interest Management Strategy is required and I agree to cooperate in the formulation of the Strategy.</p> <p>I agree to update this declaration, and Management Strategy, throughout the period of my employment with the University on an annual basis at my Enrich review, or until such time as the conflict ceases to exist.</p>			
<b>Employee Signature:</b>			<b>Date:</b>

**SUPERVISOR STATEMENT**

I confirm that there is no requirement to complete a Conflict of Interest Management Strategy.

I confirm that there is a requirement to complete a Conflict of Interest Management Strategy and I will work with the employee to formulate an appropriate strategy.

I will ensure that declaration of the conflict, and a review of the developed Strategy, will be managed during the Employee's annual Enrich review, or on an as needs basis, if required.

**Supervisor Signature:**

**Date:**