



Kaitiaki Kindergartens

Operational Policies

4.01 Conflict of Interest Management Policy

Classification: Management
Applies to: All Employees
Approved by: General Manager

Date: April 2021
Review Date: April 2024

Purpose:

- To provide guidelines for the General Manager and staff when dealing with conflicts of interest.

References:

- Kindergarten Teachers Collective Agreement (KTCA)
- State Sector Act 1988
- Employment Relations Act 2000
- Current Employment Agreements
- Staff Code of Conduct
- Vulnerable Children's Act 2014
- Equal Employment Opportunity Policy

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres – are referred to as services
- Non-teaching employees – Other Employees

Policy

The Association undertakes to ensure that all conflicts of interest are identified and managed effectively.

Procedures

Employees will be considered to be in a "Conflict of Interest" if they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position in the Association.

A conflict of interest may be real, potential or perceived. This policy applies to all such conflicts.

Examples of conflict of interest include (but are not limited to):



Kaitiaki Kindergartens

- When an employee or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the Association
- When an employee stands to gain personally or professionally from any inside knowledge if that knowledge is used to personal advantage.
- When an employee receives any personal benefit from a supplier or other organisation seeking business with the Association.

Employees shall avoid conflicts of interests in as far as this is possible. Where such conflicts arise, the member concerned must act within the terms of this policy.

Staff will disclose to the General Manager their involvement with other organisations, vendors or any other associations which might produce a conflict.

The General Manager shall notify the President if he/she has a conflict of interest.

Employees will immediately disclose and excuse themselves from all discussions and decisions on which they have a material conflict.

Any employee who wishes to engage in any paid activity in any field directly related to the work of the Association must have prior approval from the General Manager.

Signed:

General Manager

Brian Kukler

Date: 30-3-22

Endorsed by

Signed:

President of the Board

PAUL GLEDEN

Date: 31/3/22