



This Procedure sets out the steps to be taken by employees and their supervisor (typically the Head of School or Director of Business Unit) to support compliance with the UNSW *Conflict of Interest Disclosure and Management Policy*.

## **2. Identifying a conflict of interest and the conflict of interest test**

The first step in disclosing a conflict of interest is identification.

Conflicts of interest may not be obvious. Sometimes the circumstances can give rise to more than one

- Whether the conflict of interest may involve procurement of goods or services by the University



**6. Approver responsibilities**

- referral to and action being taken by external agencies such as the Audit Office of NSW, NSW ICAC, ACT Integrity Commission and the NSW or ACT Ombudsman, ethics committees, publishers, funding agencies; and/or
- legal action against the individuals concerned.

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**Accountabilities**

**Responsible Officer**                      Chief People Officer

