

Ezko Property Services Pty Ltd

Website: www.ezko.com.au

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Conflict of Interest Policy



JASON KNOTT
Chief Executive Officer



Conflict of Interest Policy

Statement of Policy

It is the policy of the Company that its staff and others acting on its behalf, have the obligation to avoid ethical, legal, financial, or other conflicts of interest and to ensure that their activities and interests do not conflict with their obligations to the Company or its welfare.



Definition of Conflict of Interest

Conflict of interest is considered to exist in situations where:

- (i) An individual's organisational position provides either personal benefit beyond the declared benefits arising from that position or an opportunity for undue influence in a decision relating to another person's benefit; or
- (ii) An individual, while occupying more than one position, which positions involve the exercise of power or influence, affects outcomes in one position which are of direct and personal benefit to her/him as an occupant of another position.

Implementation

The Company's conflict of interest policy is declaration driven.

Implementation – Company staff

- (i) Company staff members are prohibited from improperly using their positions to gain an advantage for themselves or another person or to cause detriment to the Company.
- (ii) Company staff members are prohibited from using information gained from their positions in the Company to gain an advantage for themselves or another person or to cause detriment to the Company.

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Explanatory Guidelines

In order to illustrate circumstances where conflict-of-interest may apply the following extracts have been drawn from the Australian Research Council Guide for Assessors and the Australian Public Service Code of Values.

Australian Research Council

You may believe that you have a potential conflict-of-interest, for example by:

Being a current or recent past (normally 5 years) principle supervisor of the higher degree of an applicant;

Standing to benefit in a material way from, or being associated with the program, either personally or through your employer;

Being a current or recent collaborator with one of the applicants (normally you should not have worked with an applicant within the past 5 years); or

Having a close, personal relationship (including enmity) with a client.

Any fact that militates against you offering an unbiased, fair assessment of an application on its merits is considered the basis of a potential conflict of interest.

Australian Public Service

The Australian Public Service addresses the issue of conflict of interest in Chapter 9 of its published Code of Values. The Report of the Committee of Inquiry: Public Duty and Private Interest (1979), known as the Bowen Report, sets out the principles that underpin public servants' obligations to disclose and manage conflicts. The report recommended a code of conduct, which was later endorsed by the Government. The code is set out below:

An office-holder should perform the duties of his office impartially, uninfluenced by fear or favour.

An office-holder should be frank and honest in official dealings with colleagues.

An office-holder should avoid situations in which his private interest, whether pecuniary or otherwise, conflicts or might reasonably be thought to conflict with his public duty.

When an office-holder possesses, directly or indirectly, an interest which conflicts or might reasonably be thought to conflict with his public duty, or improperly to influence his conduct in the discharge of his responsibilities in respect of some matter with which he is concerned, he should disclose that interest according to the prescribed procedures. Should circumstances change after an initial disclosure has been made, so that new or additional facts become material, the office-holder should disclose the further information.

When the interests of members of his immediate family are involved, the office-holder should disclose those interests, to the extent that they are known to him.

When an office-holder (other than a Member of Parliament) possesses an interest which conflicts or might reasonably be thought to conflict with the duties of his office and such interest is not prescribed as a qualification for that office, he should forthwith divest himself of that interest, secure his removal from the duties in question, or obtain the authorisation of his superior or colleagues to continue to discharge the duties.

An officeholder should not use information obtained in the course of official duties to gain directly or indirectly a pecuniary advantage for himself or for any other person.

An office-holder should not:

solicit or accept from any person any remuneration or benefit for the discharge of the duties of his office over and above the official remuneration;

solicit or accept any benefit, advantage or promise of future advantage, whether for himself, his immediate family or any business concern or trust with which he is associated from persons who are in, or seek to be in, any contractual or special relationship with government;

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except as may be permitted under the rules applicable to his office, accept any gift, hospitality or concessional travel offered in connection with the discharge of the duties of his office.

An office-holder should be scrupulous in his use of public property and services, and should not permit their misuse by other persons.

An office-holder should not allow the pursuit of his private interest to interfere with the proper discharge of his public duties.