

CHECKLIST FOR CONFLICT IDENTIFICATION

The purpose of this tool is to provide a checklist that you can work through when you are faced with a situation in which you think you might have an actual, perceived, or potential conflict of interest. This form is for your own personal use, but if after completing the form you have any doubts about whether or not you have a conflict of interest, you should complete the conflict of interest declaration form available in [Service Central](#).

First steps

1. Describe the matter or issue being considered and the specific situation in which you are involved
2. Think about your professional duty as a researcher or staff member of the University

Making an assessment

In assessing whether you have an actual, perceived, or potential conflict of interest, it may be helpful to ask yourself the following questions. The test when assessing these situations is to ask yourself, 'could this conflict with my professional duties?'

What is the situation?

YES

NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Would I or anyone associated with me benefit from or be detrimentally affected by my proposed decision or action? |
| <input type="checkbox"/> | <input type="checkbox"/> | Could there be benefits for me in the future that could cast doubt on my objectivity? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do I have a current or previous personal, professional or financial relationship or association of any significance with an interested party? |
| <input type="checkbox"/> | <input type="checkbox"/> | Would my reputation or that of a relative, friend or associate stand to be enhanced or damaged because of the proposed decision or action? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do I or a relative, friend or associate of theirs stand to gain or lose financially in some covert or unexpected way? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do I hold any personal or professional views or biases that may lead others to reasonably conclude that I am not an appropriate person to deal with the matter? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have I contributed in a private capacity in any way to the matter my agency is dealing with? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have I made any promises or commitments in relation to the matter? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have I received a benefit or hospitality from someone who stands to gain or lose from my proposed decision or action? |
| <input type="checkbox"/> | <input type="checkbox"/> | Am I a member of an association, club or professional organisation or do I have particular ties and affiliations with organisations or individuals who stand to gain or lose by my proposed decision or action? |
| <input type="checkbox"/> | <input type="checkbox"/> | Could this situation have an influence on any future employment opportunities outside my current official duties? |
| <input type="checkbox"/> | <input type="checkbox"/> | Could there be any other benefits or factors that could cast doubts on my objectivity? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do I still have any doubts about my proposed decision or action? |

What perceptions could others have?

- What assessment would a fair-minded member of the public make of the circumstances?
- Could my involvement in this matter cast doubt on my integrity or on my agency's integrity?
- If I saw someone else doing this, would I suspect that they might have a conflict of interest?
- If I did participate in this action or decision, would I be happy if my colleagues and the public became aware of my involvement and any association or connection?
- How would I feel if my actions were highlighted in the media?
- Is the matter or issue one of great public interest or controversy where my proposed decision or action could attract greater scrutiny by others?

Should I seek help?

NO

YES

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Would a reasonable member of the community be confident of my ability to act impartially and in the interests of my profession and the University? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do I feel a need to seek advice or discuss the matter with an objective party? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is all the relevant information available to ensure a proper assessment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do I know what University policies require in relation to conflicts of interest? |
| <input type="checkbox"/> | <input type="checkbox"/> | Am I familiar with the tools and resources on the OREI website about conflict of interest? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do I understand the possible penalties that may apply if I proceed with an action or decision with an unresolved conflict of interest? |