I wish to inform name of service of an interest I hold under the categories noted.  **The conflict of interest** may be considered potential or actual when exercising decisions and actions in my role within the organisation.

**Conflict of Interest**

A conflict of interest exists in any situation when a person has a financial interest, a private, personal or familial interest, a business interest sufficient to influence, or appear to influence, the impartial exercise of duties or professional judgments.

**Please tick the categories that apply to your area of conflict of interest with name of service below:**

|  |  |
| --- | --- |
| **Conflict of Interest Definitions** | **✓** |
| **Financial Interest**  The term financial interest means anything of monetary value, including but not limited to:   * Salary or payment for services (for example: consulting fees and honoraria); * Equity interests (for example shares, share options and other ownership interests); * Gifts; * Allowances, forgiveness of debts, interests in real estate, or personal property, dividends, rents, capital gains; and * Intellectual property rights (for example: patents, copyrights and royalties from these rights). |  |
| **Personal Interest**  A Board member/staff member has a personal interest in a matter if his or her spouse or partner, or other person in his or her family and whānau, or person with whom there is a close friendship, could be advantaged or disadvantaged, by any decision that the staff member either can make, or does make, or is in a position to influence. |  |
| **Business Interest**  A Board member/staff member will have a business interest in an enterprise seeking to do business with the Trust if he or she;   * Is a director of the enterprise: * Is an owner of, or partner in the enterprise: * Has a significant shareholding (equal to or greater than 20% shareholding) in the enterprise: * Has a close personal or familial relationship with a person who is an owner or partner, or significant shareholder in the enterprise. |  |
| **Please detail the Conflict of Interest you wish to disclose:** | |
| **Please detail action you propose to reduce, mitigate, or eliminate the conflict of interest:** | |

|  |  |  |
| --- | --- | --- |
| **Name of staff member with the conflict (please print)** | **Job title** | |
| **Name of Board member/Director with the conflict (please print)** | **Role** | |
| **Signature** | **Date** | |
| **Proposed action to address conflict of interest.**  **(This Section to be completed by Chairperson of the Board/Director/CEO)** | | |
| **Approved action:** | |  |
| **Declined action (and reason for declined):** | |  |
| **Alternative action required to manage conflict of interest (detail below):** | |  |
| **Name of Chair of the Board/Director** | |  |
| **Signature of Chair of the Board/Director** | | **Date** |
| **Name of CEO** | |  |
| **Signature of CEO** | | **Date** |

***Copy to staff /Board member. Original is maintained by........... in the register of interests.***