



INTEGRITY COMPLIANCE REPORTING

Conflicts of Interest
Gifts & Benefits

**Report with Integrity
Act with Accountability**

**A QUICK GUIDE
ON
ASSESSMENT
AND
REQUIREMENTS**



find the integrity reporting register at
https://www.westernsydney.edu.au/ougc/cpu/integrity_reporting

KEEPING CONFLICTS OF INTEREST ON YOUR RADAR

5 EASY STEPS TO FOLLOW

RESTRICT activities that lead to conflicts e.g. do not enter into personal relationships with those you supervise.

1

AWARENESS of common conflicting situations e.g. participating in decision-making of an organisation that provides funding to your research.

2

RECORD details on the Conflict of Interest Register for reporting and monitoring.

5

DECLARE all conflicts to your supervisor, manager, or chair/convenor of a panel.

3

ASSESS how to mitigate the conflict e.g. recusing yourself from decision-making or supervision.

4

REMEMBER!

A conflict needs to be declared, mitigated, and recorded even when it is real, perceived, or potential.



Does the WSU representative have a personal interest?



EXAMPLE

Luiz is a WSU lecturer who owns a business in the same discipline of the course he teaches. Students from his and other courses undertake work integrated learning at his business.

Assess: Does Luiz directly supervise any individuals undertaking WIL at his business in his WSU lecturer capacity?

Record Mitigation: Appoint independent oversight of students in his course.

[Restriction: Do not offer WIL at his business to the university at which Luiz teaches.]



Does the WSU representative have an official University duty?



EXAMPLE

Shabnam is employed as a WSU School administrator. She later enrolls in a course within her School and studies part-time.

Assess: What access does Shabnam have in her employed position at the School?

Record Mitigation: Restrict Shabnam's access to any grading or assessment system, including being made aware of assessments earlier than her other peer students.

[Restriction: There is no reasonable restriction, whereby mitigation is the best course of management.]

8

**ways to assess
conflicts
of
interest**

EXAMPLE

Isabelle supervises Eric for non-University work at an external business. Isabelle is a WSU academic. Eric is a WSU HDR student.

Assess: In what instances does Isabelle, as the WSU employee, intersect with Eric?

Record Mitigation: Abstain from decision-making involving Eric such as committees; Restrict Access to Eric's records.

[Restriction: This COI may not be able to be restricted, whereby mitigation is the best course of management.]



Is there a connection between the personal interest and the public duty?



EXAMPLE

Henry is invited to act as a consultant to a company that provides several technology licenses to WSU.

Assess: What is the nature of the consulting work and the connection between Henry and the licensing decisions?

Record Mitigation: Abstain from decision-making.

[Restriction: Refuse consultancy offer.]



Could a reasonable person perceive that the personal interest might be favoured?



GIFTS AND BENEFITS

FOLLOW THE RIGHT DECISION

- *University Representatives must always and **immediately decline** gifts or benefits that:*
- are from current students.
 - would be perceived as a bribe.
 - are of cash or monetary gift or equivalent.
 - are extravagant, personalised and/or exclusive gifts, such as electronic or luxury goods such as mobile phones, cologne, handbags, or perfume.
 - are from foreign entities that may seek to access or influence particular areas of an activity through various forms of funding arrangements and other inducements targeted at individuals that may create a foreign interference risk.
 - are from any person (staff, student, or external parties) currently or about to be involved or engaged in a decision-making process, such as procurement, recruitment, or assessment process.
 - are offered to family members, friends or other associates to avoid the requirements of this policy.

