

Conflict of Interest Policy

VicForests is committed to high standards of ethical conduct and accordingly places great importance on the transparent disclosure, managing and monitoring of any actual, potential or perceived conflicts of interest.

Obligations

Section 7(1)(b)(iv) of the *Public Administration Act 2004* (Vic) requires all public sector employees and other public officials to avoid any real or apparent conflicts of interest.

This is reinforced by the *Code of Conduct for Victorian Public Sector Employees* and the *Code of Conduct for Victorian Public Sector Employees of Special Bodies*. Both codes are binding on the public sector.

Circumstances where conflicts of interest may occur include:

- During tenders and auctions run by VicForests
- During procurement of goods or services
- Through personal relationships
- Through any decision or activity made by a VicForests' employee.

Conflicts of interest may be actual, potential or perceived and must be managed and monitored in line with VicForests' procedures.

Managing Conflicts of Interest

All of VicForests' employees are required to:

- Act and advise with honesty and integrity
- Act in good faith in the best interests of the organisation
- Act fairly and impartially
- Use information, position and power appropriately
- Avoid any real or apparent conflicts of interest; and make decisions without bias, favouritism or self interest
- Disclose any conflicts of interest (actual, potential or perceived).

All VicForests' employees are responsible for:

- Being aware of their obligation to avoid conflicts of interest where possible, and managing conflicts of interest that cannot be avoided
- Considering their private and personal interests, and assessing whether they conflict, potentially conflict or if there are circumstances of a potential for a perceived conflict, with their duties as a VicForests' employee
- Disclosing any conflicts of interest (actual, potential or perceived) they may have in accordance with VicForests' policy or any other specified procedures
- Complying with the requirements of this policy and the Conflict of Interest Instruction
- Complying with any directives of a supervisor designed to manage the conflict of interest.