

HR05

Employees Conflict of Interest Policy

Document author:	Administration
Date this version approved:	01/07/2020
Date first created:	27/05/2020
Approval:	CEO
Version control:	V0.3
Review date:	01/07/2023

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Introduction

Purpose

This policy has been developed to provide a framework for all Recycal employees and contractors in declaring conflicts of interest. This policy details, on how employees and contractors conflict of interests are managed.

Scope

This policy is relevant to all staff, contractors and visitors of Recycal.

Responsibilities

Employees and Management responsibilities

- assessing their private and personal interests and whether they conflict, or have the potential to conflict, with their official duties
- take reasonable steps to restrict the extent to which a private interest could compromise, or be seen to compromise, their ability to carry out their duties
- disclose conflicts of interest they may have to the relevant manager.



General Statement

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Recycal is committed to the transparent disclosure, management and monitoring of existing and potential conflicts of interest.

All managers and employees have a duty to avoid actual or perceived conflicts of interest.

Managers and employees must avoid being placed in a situation where they must make a decision in relation to the business of Recycal that might be adversely affected by another business or personal interest.

Avoiding actual, potential and perceived conflicts of interest is fundamental to ensuring the highest levels of integrity and trust for all Recycal's operations.

Conflicts of interest can be actual, potential or perceived.

- An **actual conflict of interest** is one where there is a real conflict between an employee's duties and responsibilities and their private interests.
- A **potential conflict of interest** arises when an employee has private interests that could conflict with their duties.
- A **perceived conflict of interest** exists when a third party could form the view that an employee's private interest could improperly influence the performance of their duties, now or in the future.

Any such disclosures to management shall be held confidentially and may not be taken into account in any employment context other than the avoidance of conflicts of interest.



Implementation

Breach of this Policy

Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of contracts and agreements. Additionally, individuals may be subject to loss of Company access, privileges, civil, and/or criminal prosecution.

Policy Review

This policy will be reviewed annually or as required to reflect changes in business practice or legislation.

Dissemination of Policy

A copy of this policy will be made available to each worker upon commencement of work and additional copies made available upon request.

Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer of Recycal .

Supporting Documents

- a) Recycal Senior Management Conflict of Interest Policy

Doug Rowe
Chief Executive Officer
Date: 21st July 2023



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