# Appendix 2 – Conflict of Interest checklist

Staff making an application for other employment should consider the following conflict of checklist in assessing whether an application for external professional activities or outside employment may have an actual, perceived or potential conflict of interest.

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| **QUESTION** | **YES** | **NO** |
| Is it likely the organisation, group or individual with whom you have an interest, may have dealings with you or JCU in a professional capacity? |  |  |
| Is the interest held with a student, other staff member, client or supplier to JCU? |  |  |
| Is the interest with an organisation, group or individual, one in which you, or your workgroup, may provide services to or contract with in a professional capacity? |  |  |
| Does this interest interfere with your capacity to fulfil your professional duties? (eg, do they require your attendance in work hours, are excessive hours required that impact on your fatigue management or concentration). |  |  |
| Is it reasonably possible that you will, directly or indirectly, gain a financial or other benefit from a decision or advice you or your JCU workgroup have been involved in? |  |  |
| Does your immediate family, close friends or professional contacts have any interests that might be affected by decisions and/or activities that you or your JCU workgroup are involved in? |  |  |
| Have you accepted hospitality or other benefits from a person or organisation with whom you or your JCU workgroup are dealing in your professional capacity? |  |  |
| Do you have a second job or private business that may be affected, directly or indirectly, by a JCU approved external activity? |  |  |
| Could this situation have influence on any future employment opportunities for you or a colleague outside your current duties? |  |  |
| Would a fair minded person make a negative assessment of the circumstances without necessarily knowing all the facts? |  |  |
| Could your involvement cast doubt on your integrity or the integrity of JCU? |  |  |
| Would you be happy for your colleagues and/or the public to be aware of your involvement, association or connection? |  |  |
| Is the matter of particular public interest or controversy? |  |  |

**If you answered yes to one or more you need to declare your interest in your application for outside employment.**

NOTE: This checklist is not designed to be a definitive tool in determining what is or is not a relevant interest and/or conflict of interest. What is intended is to guide individuals through some basic questions in this regard.

[Staff External Professional Activities and Outside Employment Procedure](https://www.jcu.edu.au/policy/procedures/procedurespdfs/staff-external-professional-activities-and-outside-employment)

[Conflict of Interest Policy](https://www.jcu.edu.au/policy/hr-staff-development/conflict-of-interest-policy)