

# Conflict of Interest Policy (COI)



<i>This policy relates to the following guidelines:</i>	Australian Apprenticeships Support Network NT Contract 2016-2018
<i>This policy relates to the following legislation:</i>	Fair Work Act 2009

## **Purpose and scope**

The purpose of this policy is to detail possible sources of conflict of interest within the Company and the Company's requirement of how this conflict is to be avoided.

## **Objectives**

GTNT will identify, immediately deal with and eliminate any existing or potential situations that may be in conflict with the overall objectives of GTNT.

Conflicts of interest may include, but are not limited to, dealings internally between Board Members or Staff; or externally such as dealings with Host Businesses, Apprentices/Trainees, Registered Training Organisations (RTOs), Government Department/s or any other Stakeholder not already mentioned.

## **Host Businesses**

Whilst management agrees with supporting businesses that supports GTNT, there is a need to exercise extreme caution in personal business dealings with host businesses.

Employees are not permitted to solicit or expect preference or discounts on the basis of the host's business relationship with GTNT.

Employees will not withhold or restrict assistance to host businesses so as to benefit themselves.

It is recommended that staff who enter into a business relationship with a host business, is to inform the CEO.

## **Apprentices**

Employees who maintain personal relationships with apprentices outside of work must ensure that this relationship does not interfere with the ongoing employer/employee relationship.

Under no circumstances is the employee to discuss GTNT issues or other GTNT employees with the apprentice during this personal relationship.

## **Australian Apprenticeships Network NT (AANNT)**

A condition of the AANNT contract is that a conflict of interest policy and plan is in place to ensure that GTNT does not receive preferential treatment, or gain an unfair advantage in their operations due to the AANNT contract.

The effect of this policy and plan is that the AANNT must treat, and be seen to treat, GTNT in the same way as any other employer of Australian Apprentices, GTO or Registered Training Organisation

Full details of this area of conflict of interest policy and plan are available in the AANNT contract documentation.

## **Responsibilities**

It is the responsibility of GTNT and its varied Stakeholders to disclose any such matters to the CEO of GTNT so that immediate action may be taken.

## **Monitoring and review**

This policy is reviewed on an annual basis by the Senior Leadership Team.

## **Authorised by**

This policy seeks advice for any changes from the CEO.

This policy is authorised by the Senior Leadership Team, and is endorsed by the CEO.

<i>This policy relates to the following procedures:</i>	All procedures containing a code preceded with (CO)
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