



CONFLICT OF INTEREST POLICY

Policy:	Effective Date: 11 October 2007
Approved: 11 October 2007	Review Date: 11 October 2010

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

1. SCOPE

This Policy is applicable to all the employees of FDDM.

2. OBJECTIVE

The objective of this policy is to give guidelines in dealing with situations that may result in conflict of interest. A conflict of interest exists in any situation where doubt may exist as to an employee's ability to act with total objectivity to the FDDM's decisions and interests.

3. POLICY

3.1 An employee of the FDDM who has or obtains an interest in a person that enters into business transactions or employees who enter into a transaction with the FDDM, and their interest is of such nature that it can influence the

outcome of decisions taken by the FDDM (e.g. tendering, procurement, recruitment agency, employment etc), such an employee must advise Line Manager in writing of such interest without delay prior to a decision making relevant to his conflict of interest. Disclosure both in writing and verbally to Human Resources or any designated authority is expected of all employees.

- 3.2 Where an employee has an interest in any other person other than that strictly defined within the ambit of the FDDM, they must disclose it to the Municipal Manager in writing. The Municipal Manager has the right to require the employee to disclose and later excuse him-/ herself from the effected decision-making on any such related matter.
- 3.3 An employee who has declared his interest in terms of this Policy, must not participate in the relevant decision making.
- 3.4 It is a condition of employment that an employee assigns to the FDDM, without charge, all claims and rights to any copyright, inventions, improvements to inventions, photographs, writings and the like, which may now or in the future vest with the employee in any work arising out of or from the scope of their employment with the FDDM. Such employees shall grant the FDDM full right to alter and adapt such work.
- 3.5 All employees shall be expected to devote the whole of their time and attention during the FDDM's normal working hours, and such reasonable amount of additional time as may be necessary to conduct the FDDM's activities.

4. AUTHORITY

- Formulation Policy : Director Corporate Services
- Authorisation Policy : Council
- Ownership & Maintenance Manager : Deputy Director : Corporate Services

