

HVSC conflict of interest register

Master records

Vehicle inspector name

ID

As per the *Notice of appointment* (NOA) a certifier must maintain and operate a robust system for identifying and managing actual, potential or perceived conflicts of interest to a standard that is satisfactory to NZTA.

Name	Date	Describe conflict (perceived or actual) and include vehicle or person details where applicable	Method to manage this conflicts

Sample conflicts of interest policy

Purpose:

A conflict of interest policy is designed to ensure that all inspecting organisations and vehicle inspectors avoid any perceived, actual, or potential conflicts of interest.

A conflict arises where the organisation or individual (including any shareholder, director and/or employee of the organisation) has a personal, financial or professional interest which has the potential to conflict with the performance of its duties and responsibilities.

We will:

- avoid a conflict of interest whenever possible
- deal with any conflicts of interest quickly and transparently, this means they must be acknowledged, disclosed, recorded and effectively managed or avoided
- when a conflict is identified, remove the person's further involvement in the job
- report any type of conflict of interest
- declare conflicts of interests before employment
- record any conflicts of interest in the 'conflict of interest register'
- ensure we understand that an observer might reasonably perceive a conflict of interest or situation or relationship, whether or not any wrong doing is involved
- ensure all information is handled with due regard to the privacy of the person's involved.

Accountabilities:

All person's are responsible for ensuring their own compliance with this Policy, they must be responsible for identifying and disclosing any perceived, actual or potential conflict of interest.

The person must deal with and record the conflict as soon as reasonably practicable after it is identified. They must judge each situation that arises in a prudent manner.