**Declaration of Conflict of Interest by Staff**

**Part A** – **Declaration** *(To be completed by Declaring Principal/Staff Member\*)*

To : (Management Committee/Incorporated Management Committee (IMC)/ Supervisor/Principal\*)

I would like to report the following existing/perceived\* conflict of interest situation arising during the discharge of my official duties:

|  |
| --- |
| **Persons/companies with whom/which I have official dealings**  |
|  |
| **My relationship with the persons/companies (e.g. relative)** |
|  |
| **Relationship of the persons/companies with our School (e.g. supplier)** |
|  |
| **Brief description of my duties which involved the persons/companies (e.g. handling of quotation/tender exercise, processing student admission)** |
|  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of Declaring Principal/Staff Member\*)

 (Date)

**Part B** – **Approval** *(To be completed by Management Committee/IMC/* Supervisor/*Principal\*)*

To : (Declaring Principal/Staff Member\*)

(a) The information contained in your declaration form of (Date) . is noted. It has been decided that:

❑ You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to a conflict.

❑ You may continue to handle the work as described in Part A, provided that there is no change in the information declared above, and you must uphold the School’s interest without being influenced by your private interest.

❑ Others# (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) The justification(s) for the measure(s) as described in Part B(a) above is/are: \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chairperson (or the Management Committee/IMC)/ Supervisor/Principal\*)

(Date)

\* Please delete as appropriate.

# Examples of other measures: (i) relinguish the personal/private interest (e.g. divest of the investment involved); (ii) continue to handle the work but an independent officer would be assigned to participate in, oversee or review part or all of the decision-making process