



ADVANCING BUILT ENVIRONMENT  
COST PROFESSIONALS

# AIQS CONFLICT OF INTEREST POLICY

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## 1. POLICY STATEMENT

All employees and contractors must remain independent, impartial and unbiased when performing their duties. AIQS recognises that individuals hold a range of legitimate interests outside the immediate workplace and it is the responsibility of employees and contractors to ensure that these interests do not create a conflict of interest.

## 2. POLICY OBJECTIVE

The objective of this policy is to ensure that actual, potential and perceived conflicts of interest are identified and managed effectively.

## 3. POLICY

“Persons” for the purpose of this policy includes a staff member, member of the Board of Directors, a Chapter Councilor, or any other real person employed by or acting on behalf of the Institute and involved in decision making.

Conflict of interest arises whenever the personal, professional or business interests of a person included in the decision making process or acting on behalf of the Institute or a related part may benefit from that decision, directly or indirectly. This benefit may be actual or perceived.

Persons are required to act in good faith towards AIQS. Persons need to be aware of the potential for a conflict of interest to arise and are required to always act in the best interests of AIQS.

Persons may have private interests that from time to time conflict, or appear to conflict, with their employment with AIQS. All Persons should aim to avoid being put in a situation where there may be a conflict between the interests of AIQS and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the person is required to declare the conflict of interest, and they must not be involved with any decision involving the AIQS associated with these interests. The interests of AIQS will be balanced against the interests of the Person and, unless exceptional circumstances exist, resolved in favour of AIQS.

It is impossible to define all potential areas of conflict of interest. If a person is in doubt as to whether a conflict exists, they should raise the matter with their manager (in the case of employees) or the CEO (in the case of Directors and Chapter Councillors).

## 4. PROCEDURE

Persons must:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed by, or when acting on behalf of the AIQS and involved in decision making
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by AIQS to management
- remove themselves from any situation where there is potential, actual or perceived conflict of interest if at all possible

If a person declares such an interest, AIQS will review the potential areas of conflict with the person and determine practical arrangements to resolve the situation.

AIQS employees in a senior position must not be engaged in any external employment while under the employment of AIQS.

Other staff employed by AIQS cannot undertake external employment without prior approval from the CEO.

Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at AIQS. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with AIQS using knowledge and/or materials gained during the course of employment with AIQS.

Where employees are found to be engaging in other business interests during work hours, performance improvement procedures will be initiated.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with AIQS, in a timely manner, may result in performance improvement proceedings.

**Example of a Conflict of Interest:**

You own a share in a bank (directly or through a self-funded super fund)

You have a conflict in regard to any decision making on behalf of the AIQS to open a bank account with the same bank.

The conflict exists as the account opening may impact of the share value of that bank.