



<b>Policy Code – Version: H18 – V1</b>	
<b>Policy Name: Employee Conflict of Interest</b>	
<b>Approved</b> by motion of Board on	27/06/2011
<b>Cross Reference</b>	
<b>Related Forms</b>	

**Policy Statement**

1. Employee in this policy refers to any person in active employment with OSTA, regardless of employment status (e.g., full-time, part-time, regular, term, contract, casual).
2. Employees of OSTA occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities professionally, efficiently, and impartially.
3. The onus is on each employee to anticipate and to avoid conflicts of interest. No employee shall have an interest, direct or indirect, in any supplier of OSTA which might produce personal gain for the employee at the expense of OSTA, detract from the time and energy that such employee ought to devote to her/his duties on behalf of OSTA, cause embarrassment to OSTA, or leave the employee open to pressure that might affect the interests of OSTA.
4. OSTA expects its employees not only to avoid real conflicts of interest, but also to avoid being placed in a position that could give the appearance of being in conflict with OSTA's interest.
5. OSTA believes that employees must always be seen as acting in the best interest of the public they serve. Employees shall not compromise themselves in the discharge of their duties by accepting or offering to accept, directly or indirectly, any gift, reward, benefit, or favour which could reasonably be construed as an incentive to encourage the recipient to use her/his influence with others for the purpose of patronizing any commercial enterprise or obtaining preferential treatment for persons, agents, or organizations in their dealings with OSTA, including suppliers, consultants, contractors, parents, or

pupils. Employees shall not use their position or the resources of OSTA for personal or private gain.