

# Human Resources

## Conflict of Interest Procedure

THE UNIVERSITY  
OF ADELAIDE

The purpose of this information sheet is to increase awareness and understanding of the conflicts of interest that may arise through the offering and acceptance of gifts and benefits by staff/titleholders. It provides clarification regarding the types of gifts that staff can accept and those that are considered unacceptable workplace gifts and/or benefits. This information sheet also sets out the process for approval.

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- Gifts and entertainment should not appear to influence the staff member's ability to act in the best interest of the University of Adelaide.
- Staff members and Managers responsible for approving gifts and entertainment should ensure that if the gift was disclosed publicly it would not be detrimental to the University of Adelaide's reputation.
- Any staff member/titleholder who receives a gift or benefit with a value of more than \$250 must disclose it to their manager/supervisor.
- All gifts and benefits of more than \$500 must be disclosed to their supervisor/manager using the [Disclosure of Conflict of Interest Form](#) and must be added to the local area [gift and benefit register](#).
  
- Modest, consumable one-off gifts and b

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Staff Member Name	Date of Entry	Date gift or benefit received	Name of Gift Giver	Description of gift or benefit	Estimated Value	Reason for the gift or benefit	Manager Approval	Disclosure of Conflict of Interest Form Completed	If not approved has the gift or benefit been redistributed or disposed?

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