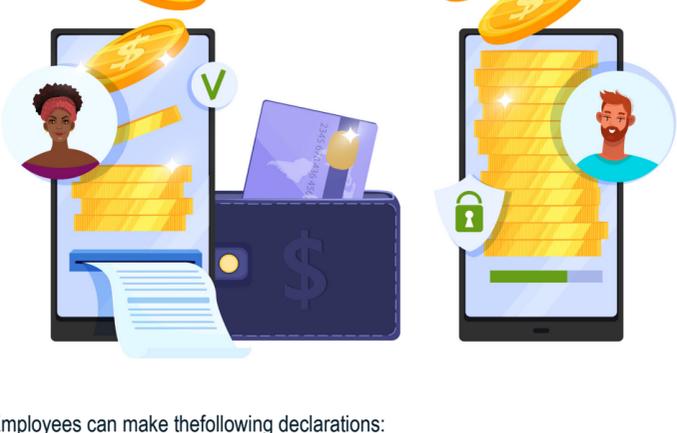


DIY Services: Conflict of interest



PURPOSE

In terms of the University's Conflict of Interest Policy **every** employee must make a full declaration of **all** outside interests that they may have, whether the interest is of a business or financial nature, fiduciary role or an interest which may relate to an employee's duty as employee of the University. The obligation to decide whether the interest is conflicting to the university interest is for the university to decide and therefore employees must declare **all** interests. Included are those interests of **direct family members**.



Employees can make the following declarations:

- No interest to declare;
- Possible conflict of interest (business or financial nature, fiduciary role or interests of direct family members);
- Possible conflict of commitment (involves a perceptible reduction of the employee's time and energy devoted to NWU activities).

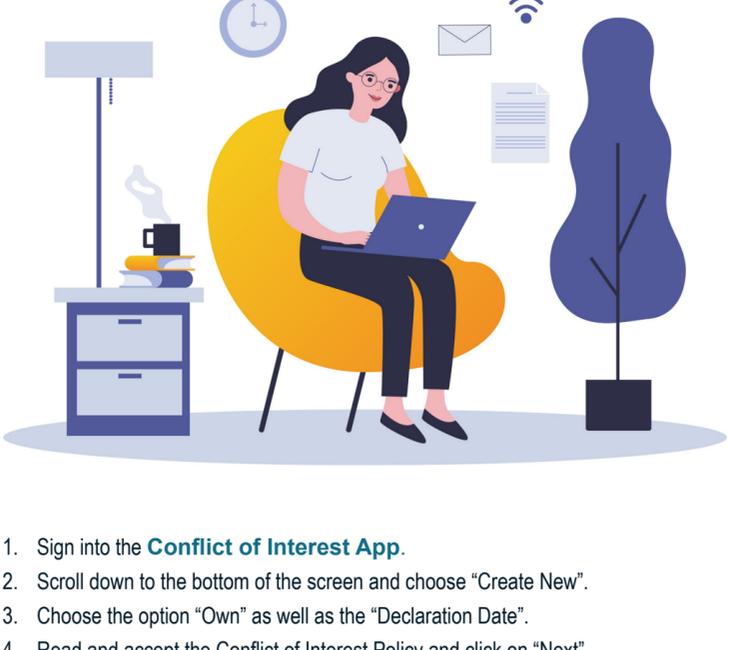
The purpose of the **Conflict of Interest App** is to supply the functionality where staff can make declarations regarding their interests by submitting the declaration online for the necessary approval by the relevant supervisor and OE Head. It is also possible to submit a declaration on behalf of another employee.

History Dashboard

A new functionality has been added to the **Conflict of Interest App**. When accessing the App in future, the first screen that users will see is the **History Dashboard** which will allow each individual employee to view the history regarding their **own declarations** of interest by selecting My Declarations. The new functionality will also allow **Supervisors** and **OE Heads** to view the declarations of interest of all employees in their respective reporting lines by selecting **My OE's Declarations**.

Steps for employees

How to submit your own declaration



1. Sign into the **Conflict of Interest App**.
2. Scroll down to the bottom of the screen and choose "Create New".
3. Choose the option "Own" as well as the "Declaration Date".
4. Read and accept the Conflict of Interest Policy and click on "Next".
5. If you have nothing to declare, choose the "No" button OR if you have interest to declare, choose the "Yes" button and complete the necessary fields.
6. Tick the box at "I declare that:" and click on "Submit".

Steps for employees

How to submit on behalf of someone else

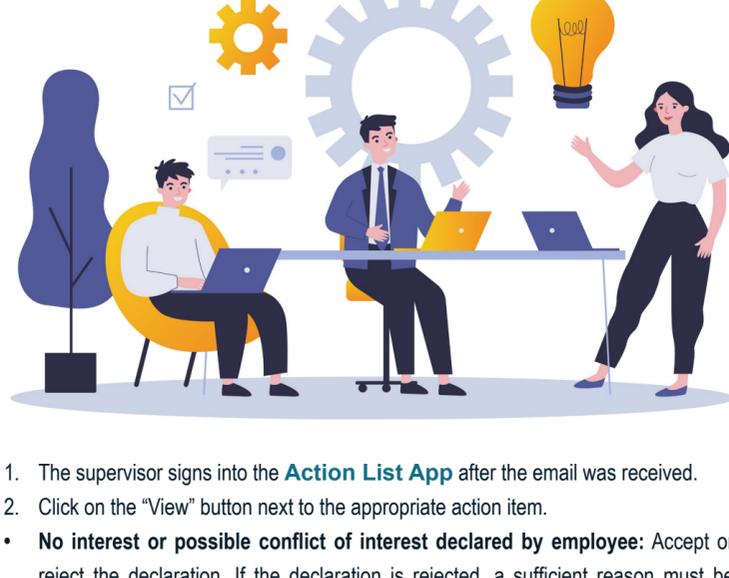
In instances where an employee does not have internet or computer access or for some reason cannot access the **Conflict of Interest App**, another employee may make a declaration on behalf of that employee. The employee completes the hard copy HC229F form and it is then scanned in and uploaded to the system where it can be viewed again during the submission of the declaration and approval process by management. The employee who completes the "On behalf of" declaration for another employee, does not accept responsibility for the information contained therein.

1. Sign into the **Conflict of Interest App**.
2. Scroll down to the bottom of the screen and choose "Create New".
3. Choose the option "On behalf of" as well as the "Declaration Date".
4. Supply the University number of the person that the declaration is being submitted for.
5. Click "Choose file" and select the scanned file and click on "Upload" and then on "Next".
6. If the employee has nothing to declare, choose the "No" button OR if the employee has items to declare, choose the "Yes" button and complete the necessary fields.
7. Click on "Submit".

The supervisor will then receive an email to indicate that the declaration must be accepted or rejected.

Steps

for the supervisor



1. The supervisor signs into the **Action List App** after the email was received.
2. Click on the "View" button next to the appropriate action item.
- **No interest or possible conflict of interest declared by employee:** Accept or reject the declaration. If the declaration is rejected, a sufficient reason must be provided which will be sent back to the employee.
- **Possible conflict of commitment declared:** A possible conflict of commitment declaration needs direct line management intervention in terms of the task agreement process. The supervisor has to indicate how the conflict of commitment will be managed operationally.

The supervisor will be able to change the conflict type from commitment to interest if necessary. In these instances, it is advisable to inform the employee of the decision. **With approval of the declaration, the manager commits himself/herself to certain management duties pertaining to the declaration of conflict of interest.**

Steps

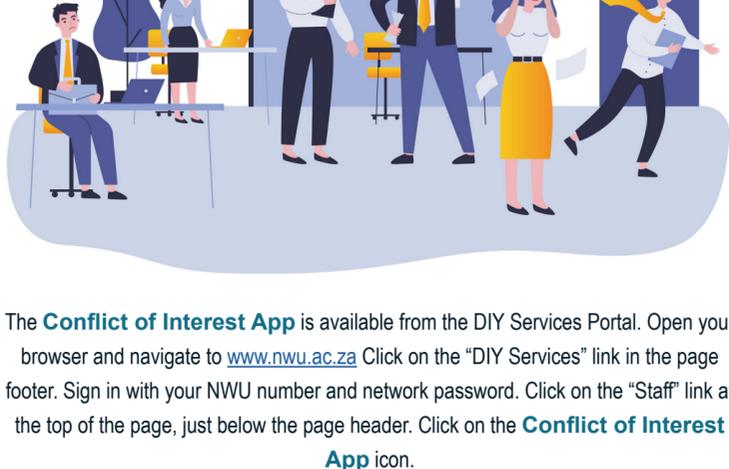
for OE Head

The OE Head only receives a notification if there was a conflict of interest.

1. The OE Head receives an email stating that a declaration has been accepted by the supervisor.
1. Sign into the **Action List App**.
2. Click on the "View" button next to the appropriate action item.
3. The OE Head will be able to view the declaration and acknowledge the employee and the commitment of the supervisor to perform the necessary management duties.

Need help?

Steps to follow

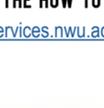


The **Conflict of Interest App** is available from the DIY Services Portal. Open your browser and navigate to www.nwu.ac.za Click on the "DIY Services" link in the page footer. Sign in with your NWU number and network password. Click on the "Staff" link at the top of the page, just below the page header. Click on the **Conflict of Interest App** icon.

To sign out, click on the "Logout" button in the page header.

Visit http://www.nwu.ac.za/content/policy_rules for more information regarding "Conflict of Interest Policy" at the NWU. For help regarding the **Conflict of Interest App** contact Annamarie de Kock at

018 285 2711 or send an email to declarationofinterest@nwu.ac.za



VISIT THE HOW TO GUIDE

<http://diyservices.nwu.ac.za/sites/diyservices.nwu.ac.za/files/files/guide/ENG%20COIv2.pdf>