

# Conflicts of Interest (COI) Policy

## How we make fair decisions

Easy Read version



## How to use this policy



A **policy** is:

- a government plan for how to do things
- where rules come from.



The NSW Department of Communities and Justice wrote this policy.

When you read the word 'we', it means the NSW Department of Communities and Justice.



We wrote this policy in an easy to read way.

We use pictures to explain some ideas.

**Bold**

We wrote some important words in **bold**.

Not bold

This means the letters are thicker and darker.



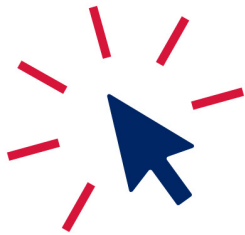
We explain what these words mean.

There is a list of these words on page [20](#).



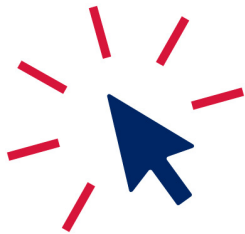
This is an Easy Read summary of our Conflicts of Interest Policy and Procedure.

This means it only includes the most important ideas.



You can find the full policy on our website.

[dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html](https://dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html)



If you work with us you can find the full policy on our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/conflict-of-interest.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/conflict-of-interest.html)



You can ask for help to read this policy.

A friend, family member or support person might be able to help you.

# What's in this policy?

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## About this policy



This policy is about **conflicts of interest**.

A conflict of interest is when you could affect a decision so the result is better for:

- you
- someone you know – like a family member.



This policy helps everyone who works for us make decisions that are fair.



This policy is for everyone who works for the NSW Department of Communities and Justice.



You might also have to follow other:

- laws
- rules.

# How to tell us about conflicts of interest

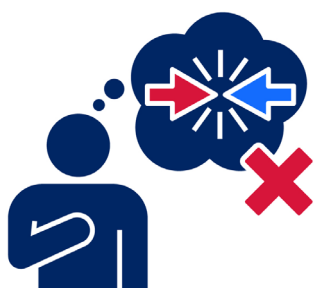


You need to tell us if you have any conflicts of interest.



This includes conflicts of interest:

- you have
- you think another person at work might have.



You should try not to have conflicts of interest.

But sometimes they happen.



You won't get in trouble if you tell us.



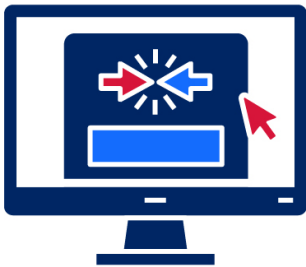
It is a **breach** of this policy to keep a conflict of interest a secret.

This means you will get in trouble.



A breach is when someone:

- doesn't follow the rules
- does something they are not allowed to do.



You can tell us about a conflict of interest through the online form on our website.

[dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html](https://dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html)



If you work with us you can tell us about a conflict of interest through the online form on our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/conflict-of-interest.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/conflict-of-interest.html)



After you fill out the online form, your manager or supervisor will:

- check it
- get back to you in 7 business days about what happens next.



Your manager or supervisor will get back to you in 5 business days if your conflict of interest is about a task that:

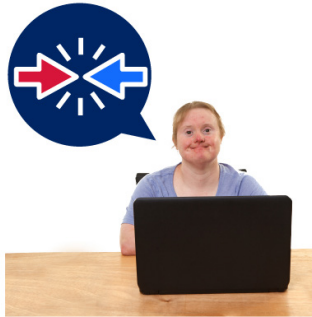
- hasn't started yet
- you might work on in the future.



All conflict of interest forms end on 30 November each year.



This means you will need to fill out a new online form:



- before 30 November each year if you still have a conflict of interest



- every time you have a conflict of interest after 30 November.

# How we manage conflicts of interest



We will make sure your conflicts of interest don't affect the decisions you make.

To manage your conflicts of interest, your manager or supervisor will:



- check the risk



- make a plan



- follow the plan.

## We will check the risk

Your manager or supervisor will check the risk of your conflicts of interest by looking at:



- if they could affect your decisions



- what could happen if they did affect your decisions.

## We will make a plan



We will make a plan to manage your conflicts of interest with you.

The plan might include:



- deciding what tasks you do



- giving the tasks to someone else



- asking someone else to check your decisions.

The plan might also include:



- taking you off the task



- asking you to give up things that are causing the conflict of interest

For example, if you own a business



- asking you to stop working with us.

## We will follow the plan



After we make the plan, we will decide how often to check that everyone is following it.

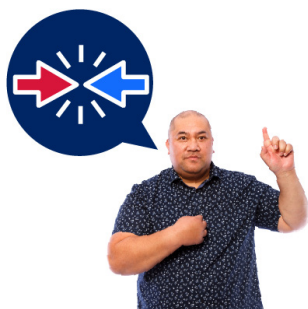


We will send you a copy of the plan.

## Rules you need to follow



This policy includes rules you need to follow.



You must tell us if you:

- have a conflict of interest
- know about a conflict of interest.



You must tell the truth about a conflict of interest.



You must not let conflicts of interest stop you:

- being fair
- doing what is right.

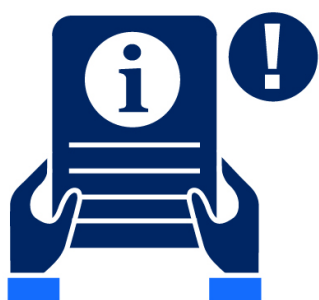


It is a breach of the policy to break these rules.

## Keeping your information safe



We follow the law about how to keep information safe.



We won't share it with anyone unless:

- we need to
- the law says we must.



## Support to use this policy



You can ask your manager or supervisor for more information about this policy.



You can also ask the Fraud and Corruption Compliance Unit for more information.

The Fraud and Corruption Compliance Unit helps managers, supervisors and workers understand our policies.



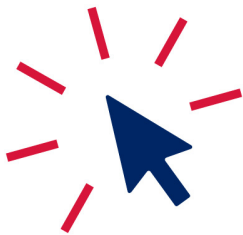
You can contact our People Business Partners if you disagree with a decision we made about a conflict of interest you told us about.



You can ask your manager or supervisor about how to contact:

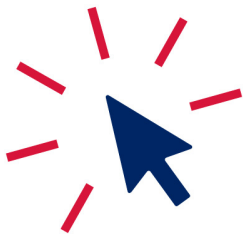
- the Fraud and Corruption Compliance Unit
- our People Business Partners.

## More information



You can find out more about this policy on our website.

[dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html](https://dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html)



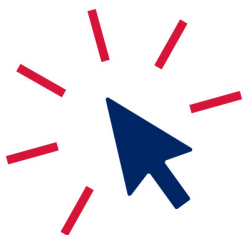
If you work for us, you can visit our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/conflict-of-interest.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/conflict-of-interest.html)



You can email us for more information.

[conflicts@dcj.nsw.gov.au](mailto:conflicts@dcj.nsw.gov.au)



You can find more contact information on our website.

[www.dcj.nsw.gov.au/contact-us.html](https://www.dcj.nsw.gov.au/contact-us.html)

## Translating and Interpreting Service (TIS)



If you need something in a language other than English, you can call the Translating and Interpreting Service (TIS).

**131 450**



You can ask for their support to send us an email.

**[conflicts@dcj.nsw.gov.au](mailto:conflicts@dcj.nsw.gov.au)**

# Word list

This list explains what the **bold** words in this document mean.



## **Breach**

A breach is when someone:

- doesn't follow the rules
- does something they are not allowed to do.



## **Conflicts of interest**

A conflict of interest is when you could affect a decision so the result is better for:

- you
- someone you know.



## **Policy**

A policy is:

- a government plan for how to do things
- where rules come from.



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