



HUMAN RESOURCE POLICY CONFLICT OF INTEREST

Policy No: NLMHREP002	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This Policy is applicable to all the employees of Ngwathe and its Councillors.

2. OBJECTIVE

The objective of this policy is to give guidelines in dealing with situations that may result in conflict of interest. A conflict of interest exists in any situation where doubt may exist as to an employee's ability to act with total objectivity to Ngwathe's decisions and interests.

3. POLICY

- 3.1 An employee of Ngwathe who has or obtains an interest in a person that enters into business transactions or employees who enter into a transaction with Ngwathe, and their interest is of such nature that it can influence the outcome of decisions taken by Ngwathe (e.g. tendering, procurement, recruitment agency, employment etc), such an employee must advise Line Manager in writing of such interest without delay prior to a decision making relevant to his conflict of interest. Disclosure both in writing and verbally to Human Resources or any designated authority is expected of all employees.
- 3.2 Where an employee has an interest in any other person other than that strictly defined within the ambit of Ngwathe, they must disclose it to the Municipal Manager in writing. The Municipal Manager has the right to require the employee to disclose and later excuse him-/ herself from the effected decision-making on any such related matter.
- 3.3 An employee who has declared his interest in terms of this Policy must not participate in the relevant decision making.
- 3.4 It is a condition of employment that an employee assigns to Ngwathe, without charge, all claims and rights to any copyright, inventions, improvements to inventions, photographs, writings and the like, which may now or in the future vest with the employee in any work arising out of or from the scope of their employment with Ngwathe. Such employees shall grant Ngwathe full right to alter and adapt such work.

3.5 All employees shall be expected to devote the whole of their time and attention during Ngwathe's normal working hours, and such reasonable amount of additional time as may be necessary to conduct Ngwathe's activities.

4. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services