

Conflict of Interest Policy

Effective Date: 14 October 2020

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Purpose

Radio New Zealand's (RNZ) code of conduct sets out the expectations RNZ expects from its employees. Within the first principle of professionalism and integrity employees are asked to ensure their personal interests or activities do not interfere with or appear to interfere with RNZ's reputation for impartiality and objectivity as the national public broadcaster.

This document is a companion to the Code of Conduct and provides further guidance of the circumstances which give rise to a conflict of interest, disclosure requirements and management of such conflicts.

Scope

This policy covers the following persons, engaged, employed or contracted to RNZ

Board	All Employed Persons	Casual Staff members	Contractors
Yes	Yes	Yes	Yes

Philosophy and Objectives

Radio New Zealand's reputation for impartiality and objectivity is crucial. As the national public broadcaster, Radio New Zealand is very much in the public eye and it is essential that the public can trust the integrity of the company's programmes, staff and services.

Conflicts of interest arise regularly in practice and the fact that a conflict may arise is not in itself a problem. However, it could become a problem if it is not properly managed. Accordingly, it is critical that any conflict of interest is identified, reported and properly managed.

A conflict of interest is a situation where your personal or private interests could, or be seen to, improperly influence the performance of your official duties or responsibilities at RNZ. A conflict of interest can be actual, perceived, or potential:

- An **actual conflict of interest** involves a direct conflict between your official duties and RNZ responsibilities and a competing interest or obligation, whether personal or involving a third-party.
- A **perceived conflict of interest** occurs where it could reasonably be perceived, or give the appearance, that a competing interest could improperly influence the performance of your official duties and RNZ responsibilities.
- A **potential conflict of interest** arises where you have an interest or obligation, whether personal or involving a third-party, that could conflict with your official duties and RNZ responsibilities in the future.

A conflict of interest may be:

- Employment outside Radio New Zealand (including part time employment, unrelated work).
- Contracting work outside Radio New Zealand. This includes one-off or short-term contracts and contracting to unrelated organisations, anything undertaken for payment which is not employment.
- Having a monetary interest in another organisation in the field of radio or television broadcasting, other media or communications. This includes being a shareholder, owner,

director or partner in such an organisation, whether or not you are working for or otherwise having an input into the direction of the organisation.

- Standing for public office
- Voluntary work for another organisation
- Any public appearance in support of a point of view about issues in the news, including letters to the editor, signatures on petitions, editorial comment through Radio New Zealand or in other media which includes any social media platform including personal.

Regardless of the type of conflict of interest, it is critical that you report an such a conflict to your manager and that you follow any further instruction provided to you by your manager in respect of that conflict.

It is important to note again that the fact that an RNZ employee or contractor or family member has a conflict of interest this does not of itself create a problem. However, it does give rise to an obligation of disclosure and the actual, potential or perceived conflict must be properly managed.

Responsibilities to Disclose

All RNZ Board members, employees and contractors are required to make a disclosure of conflicts of interests in writing to your direct manager, or in the case of the Board by suppling to the secretariat.

Where a conflict exists, this information will be provided to the Executive Office and recorded on the Conflicts Register. Where there is a change in a previously disclosed interest, or a new interest needs to be disclosed a further disclosure must immediately be made to your manager.

Managers must consider any interests which have been disclosed and ensure that appropriate arrangements are in place to manage any possible conflict.

The Conflicts Register is maintained by the Finance Manager and overseen by the Support Services Team for correlation with contracts management. The Finance Manager will ensure circulation of this register to the Executive is done regularly.

The secretariat to the Board of Governors will maintain a conflict register.

Breaches to this policy

Any breaches of this policy will be handled according to the disciplinary procedures set out in Code of Conduct.

Breaches of this policy are regarded as misconduct or serious misconduct according to the Code of Conduct and may result in disciplinary action or dismissal.

Monitoring and review

Monitoring and review of this policy is the responsibility of the Executive Team and will occur not less than every three years.

Next review date is: May 2023

Authorisation



14 October 2020

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Chief Executive and Editor in Chief

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Date

History

This policy replaced all policies in relation to Conflicts of Interested predating the effective date of this policy.

Reviewed by the Audit and Risk Committee 31 August 2020

Provided to the Board for feedback 6 October 2020