



Conflicts of Interest (Employees & Contractors) policy

nbn-Confidential: Commercial | BMS001545 | Rev 7.0 | 21 AUGUST 2018
Owner: Chief Legal Counsel

Background

At nbn co limited (**nbn**) we are one team, we are fearless, we deliver and we care. All employees and contractors owe a duty of loyalty to **nbn** arising from their employment agreement or contract with **nbn**. Employees and contractors of **nbn** must not act in a manner contrary to the interests of **nbn**, and where there is a conflict between their personal interests or the interests of **nbn**, the latter must prevail.

All employees and contractors of **nbn** must be sensitive to actual, potential and perceived conflicts of interest (together, **Conflicts**) given **nbn** is owned by the Commonwealth, and the significant public interest in the National Broadband Network.

The Board will annually monitor compliance with this policy and update it biennially or thereabouts, including for changed circumstances, as appropriate.

Purpose

This policy provides guidance on the management of Conflicts to employees and contractors of **nbn** and any of its subsidiaries from time to time. This policy has been developed to help:

- manage Conflicts to ensure that third-party dealings are conducted in a fair, transparent and honest manner;
- identify circumstances which may give rise to Conflicts of a material nature to **nbn**'s interests;
- establish appropriate procedures and systems to manage those Conflicts; and
- ensure the maintenance of such procedures and systems in an effort to prevent actual damage to **nbn**'s interests through Conflicts identified.

Scope

This policy:

- applies to all employees and contractors of **nbn** and any of its subsidiaries from time to time, whereby 'contractors' includes Temporary Staff Augmentation and Extended Workers (each, as defined under the **nbn** Resource Engagement Policy);
- applies to any employee who is also a director of an **nbn** subsidiary; and
- will not apply to an employee who is also a director of **nbn**: such a person must comply with the Conflicts of Interest Directors' Policy (inc External Securities (Declaration of Interests) Policy).

Policy

A Conflict arises where the interests of employees or contractors are different to, and conflict with, the interests of **nbn**. A Conflict exists when it is likely that employees or contractors could be influenced, or could be perceived to be influenced, by a personal interest in carrying out their duties as an employee/contractor of **nbn**.

For the purposes of this policy, references to Conflicts include actual conflicts of interest as well as potential conflicts of interest or situations that may give rise to an appearance of a Conflict. Employees and contractors must be particularly sensitive to potential Conflicts, and situations that could be perceived as a Conflict, due to the public interest in **nbn** and its status as a wholly-owned government company. Where a potential Conflict is identified, this should be dealt with as set out below under the heading 'Disclosing a potential Conflict'.

Identifying potential Conflicts

Conflicts may not necessarily be personal to employees or contractors, but may also arise where the interests of family, friends or close personal or business associates or business partners of employees or contractors (an **Associate**) conflict with those of **nbn**. The requirement to identify potential Conflicts is ongoing, and particularly relevant in the event of a launch of or substantial change in a service, activity or product, changes to the customer base, or change in regulatory regime. The following are examples of potential Conflicts:

(a) *Personal interest in a third party*

A potential conflict arises where an employee or contractor has a personal interest in a third party which has a business relationship with **nbn**, for example, an organisation that:

- conducts business with, or seeks business from, **nbn**;
- **nbn** seeks business from; or
- competes with **nbn**.

An employee or contractor will have a personal interest in a third party if they, or one of their Associates, is, for example, a director or shareholder of the third party.

(b) *Positions outside **nbn***

In some cases, a potential conflict arises where an employee or contractor has another or is contemplating another paid or unpaid position outside of **nbn**. This does not necessarily mean that such outside positions are prohibited or that they constitute Conflicts, however, employees and contractors must notify **nbn** (see instructions below) of any existing or potential position where a Conflict may or does arise before it is accepted or as soon as possible if it is a pre-existing position so that an assessment can be made of whether a Conflict exists and, where appropriate, how to manage it.

(c) *Employee and Contractor Referrals*

Employees or contractors who introduce one of their Associates to **nbn** as a potential employee or contractor must not be involved in the selection process and **nbn** should be informed of the situation so that an assessment can be made of whether a Conflict exists and, where appropriate, how to manage it.

(d) Procurement and Business Dealings

A potential conflict arises when an employee or contractor uses their position at **nbn** to do business with a third party which they or an Associate have an interest in. **nbn** should be informed so that an assessment can be made of whether a Conflict exists and, where appropriate, how to manage it.

(e) Gifts or Benefits

Employees or contractors who receive more than a token gift or benefit (including meals, hospitality, accommodation or travel, amongst other things) from a third party in connection with their duties for **nbn** may have a Conflict. **nbn** should be informed so that an assessment can be made of whether a Conflict exists and, where appropriate, how to manage it. For the purpose of this policy, a gift or benefit will be regarded as being more than token if its value is more than \$200.

(f) Close Personal Relationships

'Close personal relationships' are defined in the **nbn** Code of Conduct. The Code of Conduct addresses the applicable process for consideration and declaration of these Conflicts including to Human Resources where appropriate.

Where there is any doubt as to whether a Conflict may exist, employees or contractors should seek guidance from their manager and, if necessary, approval from nbn, before engaging in the activity that may constitute a Conflict. Failure to comply with the obligation to disclose Conflicts may lead to disciplinary action being taken by **nbn** in accordance with the Managing Performance and Behaviour Policy and/or termination of the applicable engagement or contract.

Disclosing a potential Conflict

Where an employee or contractor is unable to avoid a Conflict, or where, in the circumstances, there is a reasonable basis to suggest that a Conflict may arise, the employee or contractor is to:

- complete and email the Conflicts of Interest Procedure and Action Form/s to the **nbn** Fraud and Investigations Department at conflictsregister@nbnco.com.au; and
- copy his or her manager on this email.

Where the nature or extent of a Conflict situation changes, an employee or contractor must immediately disclose the change by:

- completing and emailing Parts A and B of the Conflicts of Interest Procedure and Action Form/s to the **nbn** Fraud and Investigations Department at conflictsregister@nbnco.com.au; and
- copying his or her manager on this email.

nbn's approach to handling Conflict situations

Conflict situations will be dealt with by **nbn** on a case by case basis.

The Fraud and Investigations Department of **nbn** will maintain a confidential register of Conflicts that have been disclosed to **nbn**. In many cases, **nbn** may not require anything to be done after the interest is disclosed. However, in some cases **nbn** may find it necessary to direct the employee or contractor to take actions in relation to the Conflict. The following types of control are examples of how **nbn** may manage a Conflict:

Control	Action
Segregation of duties	Prevent or control the involvement of individuals in simultaneous or sequential tasks that may affect the outcome of a decision in a Conflict scenario. For example, nbn may direct an employee or contractor to undertake alternative duties.
Separation of supervision	nbn may direct an employee or contractor to report to a separate supervisor where a Conflict scenario occurs within a team structure.
Control of information	Prevent or control the exchange of information between employees or contractors in nbn who may be on either side of a Conflict scenario.
Disposal of interest	nbn may direct an employee or contractor to dispose of their interest in the third party or to refrain from accepting a gift or benefit from a third party.
Refusal of service	Where nbn is unable to manage a particular Conflict effectively, it may decline to do business with a third party.

Roles and responsibilities

Employees and contractors have the following duties and obligations relating to Conflicts:

- ensuring that in all their activities they consider whether a Conflict arises;
- taking all reasonable measures to avoid Conflict situations arising, and where this is not possible, disclose the Conflict to **nbn**;
- there may be circumstances in which there might be a reasonable basis on which to believe that a Conflict may arise, or in which there may be the appearance of a Conflict. In each of these circumstances, an employee or contractor must immediately disclose the Conflict to **nbn**; and
- where a Conflict situation changes, an employee or contractor must immediately disclose the change.

Senior Executives of **nbn** have the following additional obligations:

- an overriding duty to avoid a Conflict and to act in the best interests of **nbn**, and for a proper purpose;
- a duty not to improperly use their position at **nbn** to gain an advantage for themselves or another person, in a way which may cause detriment to **nbn**; and
- a duty not to improperly use information obtained in their position at **nbn** to gain an advantage for themselves or another person, or in a way which may cause detriment to **nbn**.

Fraud and Investigations Department of **nbn** is responsible for:

- monitoring and assisting in the management of all Conflicts; and
- keeping and maintaining a confidential register of controls used to manage conflicts of interest and the tools used to monitor Conflicts.

nbn Legal is responsible for providing advice, guidance and assistance to employees and contractors in relation to this policy.

More information

If you require additional information in relation to this policy or you have any suggestions for improvement to this policy please contact the Policy Owner, **nbn**'s Legal Group or the Fraud and Investigations Department.

Related policies

- Code of Conduct
- Conflicts of Interest Procedure and Action Forms
- Conflicts of Interest Directors' Policy (inc External Securities (Declaration of Interests) Policy)
- Fraud and Corruption Control Policy
- Gifts or Benefits Policy
- Managing Performance and Behaviour
- Resource Engagement Policy

Justin Forsell
Chief Legal Counsel
Effective as of 21 August 2018

Document control

Policy owner	Justin Forsell, Chief Legal Counsel
Document number	BMS001545
Revision	7.0
Issue date	First approved at Board Meeting 38 on 17 June 2011
Review date	Biennial review due July 2020
Classification	-
Dissemination limiting marker (DLM)	N/A
Status	-
Plan of record?	Yes
Policy author	Justin Forsell, Chief Legal Counsel
Policy approver	Board of Directors
Department or business unit	Legal Group

Revision history

Revision	Description	Policy author
7.0	Reviewed (biennially) in June 2018 for currency, to incorporate nbn 's new 'we care' value and to cross refer to 'close personal relationships' as defined in the Code of Conduct.	Justin Forsell, Chief Legal Counsel
6.0	Reviewed out of biennial review cycle for currency of content in view of creation of a Directors only Conflicts of Interest Policy (BMS005572). Approved at BM 101 held on 23 August 2016.	Justin Forsell, Chief Legal Counsel
5.0	Reviewed (biennially) in July 2015 for currency and to include new branding and company values. Approved at BM 87 held on 14 July 2015.	Justin Forsell, Chief Legal Counsel
4.0	Minor update – deleted previous approvers table	Ali Beydoun
3.0	Reviewed (biennially) for currency at the 24 May 2013 People and Performance Committee meeting (PPC19). Approved at BM59 held on 11 July 2013.	Justin Forsell, Chief Legal Counsel
2.0	Amended in June 2012 to include classification and logo	HCC
1.0	Policy first approved at Board Meeting (BM) 38 held on 17 June 2011.	Justin Forsell, Chief Legal Counsel