



## **Conflict of Interest Policy**

### **Policy Statement**

This policy helps identify and resolve circumstances where a conflict of interest does or might exist when providing supports to clients, whether they are funded by the NDIS, iCare, SIRA, Medicare or Privately funded.

### **Scope**

This policy applies to all employees and contractors who provide professional services (such as assessment, therapy, therapy assistance, behaviour support, support coordination, workplace rehabilitation, RTW Coordination). This policy also applies to Administration staff involved in the development of service agreements, booking and invoicing.

### **Policy Summary**

InMotion group employees must declare, document and report all conflicts of interest.

#### Employees & Contractors must:

- Ensure they comply with the conditions in relation to Conflict of Interest as outlined in their employment contract and the company's Code of Conduct.
- Act in the best interests of the client. This means providing transparent information so that they take full advantage of choice and control to make an informed decision.
- Provide information to clients and other stakeholders in a manner that facilitates their ability to choose.
- Present clients and stakeholders with choices of providers of supports when:
  - Recommending services
  - Making a referral for services

This applies to Therapists engaging other therapy services, Support Coordinators making referrals as well as engaging providers as a Workplace Rehabilitation Provider.
- Are not to constrain, influence or direct decision making about engaging a service by limiting the client/ other stakeholders access to information, or opportunities.
- Treat all clients and stakeholders equally regardless of the choices they make.
- Escalate Conflicts of Interest to their Team Leader/ Manager for review to managing by eliminating the conflict or minimising the risk.
- The conflict of interest must be documented in InMotion Group's Risk Register, as well as on the file.
- Where the conflict of interest involves client and other stakeholders, agreement must be sought in writing whereby the client confirms that the above process was completed and that they were provided with all options.