Busy Home Solutions and its workers are required to perform the duties and activities of their position with the highest level of integrity and independence in a professional and ethical manner.

**Declaration by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Instructions** |
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| **Who must complete this form?**  All staff, contractors and board members will declare any conflicts of interest identified, whether between Busy Home Solutions and an NDIS participant, or internal or external stakeholders. All identified conflicts of interest must be managed In line with Busy Home Solutions' Conflict of Interest Policy.  **What is a conflict of interest?**  A conflict of interest is delineated as a circumstance wherein an employee possesses personal interests that may inappropriately sway, or give the appearance of influencing, their decisions or the execution of their public responsibilities. These conflicts can manifest as actual, potential, or perceived, and may encompass both financial and non-financial dimensions. For additional specifics, refer to the Busy Home Solutions' Conflict of Interest Policy. |

| **Outline of the real or perceived conflict** |
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| **Conflict of Interest Management Plan** |
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| *Informative details should include the explicit identification of personal interests (e.g., connections with colleagues/friends/family, financial involvements, conflicts of duty, etc.) and a comprehensive elucidation of how these factors contribute to an actual, potential, or perceived conflict of interest concerning the employee's public responsibilities.* |

| **Declaration** | |
| --- | --- |
| I affirm that, to the best of my knowledge, the details provided in this form are accurate and correct. Any measures outlined above have been implemented to proficiently handle any existing, perceived, or potential conflicts of interest. I commit to abiding by any conflict of interest risk management plan specified above, safeguarding the reputation of Busy Home Solutions' services, and ensuring the protection of public interest. Additionally, I pledge to promptly disclose any alterations in my circumstances that may give rise to an expectation of a conflict of interest. | |
| **Name of person declaring the conflict: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_**  **Name of Busy Home Solutions person receiving the conflict: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Busy Home Solutions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | |
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| **Noted on Conflict of Interest Register?:** | ☐ Yes  ☐ No |