



Conflict of Interest Policy: External Contractors

1. Overview

- 1.1 This policy outlines the procedures for external contractors disclosing and managing conflicts of interest.
- 1.2 As a government entity, the NZFC is expected to act impartially and with transparency. The NZFC carries out several functions, including developing careers, marketing New Zealand's screen production industry, investing in films and administering grants. In doing so, the NZFC must make decisions on how to distribute its resources and those decisions must be made fairly, impartially, and in an open and transparent manner.
- 1.3 The NZFC recognises that Aotearoa is a small place and its employees will have a range of interests as well as personal and other connections outside of the workplace. This policy is designed to reflect the value of having access to practitioners within the industry who hold specialist skills and knowledge, balanced with the need to ensure transparency and equity in our decision making.

2. What is a conflict of interest?

- 2.1 A conflict of interest exists when a work-related matter conflicts with a personal interest. Personal interests can be financial or relate to family, friends and associates.
- 2.2 A conflict of interest can be an *actual* conflict, a *perceived* conflict (a situation that others might see as a conflict), or a *potential* conflict (a situation that while not an actual or perceived conflict right now, could eventuate into an actual conflict).

3. Conflicts of interest for external contractors

- 3.1 The NZFC often engages external contractors to undertake specific pieces of work, for example, external assessors to provide a perspective on funding applications. External contractors are engaged by the NZFC under a Services Agreement.
- 3.2 If you are contracted by the NZFC under a Services Agreement you may have a conflict of interest when the work you are engaged to do for the NZFC conflicts with a personal interest. Personal interests can be financial or relate to family, friends and associates.
- 3.3 If you are engaged to assess a funding application, you must disclose whether you have a conflict of interest in relation to that funding round and or/application. You must disclose if the application involves your spouse, partner, a family member, close friend or someone you have worked with in the past 90 days.

- 3.4 If you are unsure whether your situation amounts to a conflict of interest, ask the NZFC Staff member who engages you under a Services Agreement for guidance.
- 3.5 External contractor's conflicts of interest are not recorded in the NZFC Staff Conflict of Interest Register and the onus is on the Head of Department (HOD) who engages an external contractor to record and manage any actual, perceived or potential conflict of interests for an external contractor. The process followed is at the discretion of the HOD.

4. Applying for funding

- 4.1 External contractors who are engaged by the NZFC under a Services Agreement may apply for NZFC funding at any time. External contractors who are engaged to assess funding applications for the NZFC may apply for funding in any round other than the round on which they are assessing.