**DECLARATION OF INTERESTS BY ALL EMPLOYEES**

All CPUT employees shall, annually submit to the Human Capital a written and signed disclosure in the form below. The disclosure shall contain, for the information of the Institution Management a list of all noteworthy interests which may result in a conflict of interest arising with respect to the employment relationship with the University.

**“noteworthy interest” –** means a personal interest which is or may be perceived to be capable of inducing bias;

**“conflict of interest” –** means the circumstance that a noteworthy interest with respect to a matter serving before the Institution, Council or any University committee is held by:

1. The employee personally; or
2. a member of his or her immediate family; or
3. a professional practice, firm, partnership, company, business, organisation or association in which the employee, or a member of his or her immediate family, has an interest;

**“immediate family”** – means:

1. a parent, spouse, domestic partner, sibling or child of the employee concerned; or
2. any other relative of the employee;

**“affected person”** – means a person who has a direct or indirect interest in a matter serving before a the employee or the University, which would give rise to a conflict of interest if that person were the employee or a member of the immediate family of the employee.

I, hereby declare as follows:

(please print full name)

1. My own noteworthy interests (including such as may be derived from an interest I have in any professional practice, firm, partnership, company, business,

organisation or other association), which may result in a conflict of interest arising in connection with the University, are as follows:

(Please list all your interests of this kind here. The holding of shares in a listed company need not to be recorded here if this constitutes less than 5% of the issued shares of the company)

1. My private remunerative work is as follows

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation | Duration of Contract | Nature of Work | Remuneration Details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. The noteworthy interests held on the part of the members of my immediate family (including such as may be derived from an interest such member has in any professional practice, firm, partnership, company, business, organisation or other occasion or other association), which may result in a conflict of interest arising in connection with the affairs of the University, are as follows:

(Please list all such interests of the members of your immediate family. The holding of shares in a listed company need to be recorded here if this constitutes less than 5% of the issued shares of the company)

|  |  |  |
| --- | --- | --- |
| Name of Entity and Registration Number | Name of Relative | % |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I hereby certify that the foregoing information is true and complete to the best of my knowledge and belief and I confirm that, notwithstanding this general disclosure, I am under a duty to make immediate disclosure of any conflict of interest on any occasion where such may arise in the course on of the performance of my duties as an employee of the institution.

Signature:…………………..

Dated at .......................................on the …………. day of… 2018

Witnesses:

Name (Please print)

Signature:………………………..

**(PLEASE ENSURE ALL PAGES ARE INITIALLED BY EMPLOYEE AND WITNESSES) – *place initials in the ‘footer’ section***