

CONFLICT OF INTEREST

Policy

- Employees must avoid any circumstances which may lead to a conflict of interest between their personal or their family's private interests or activities and the interests or activities of Skilled Group Limited.

Employees must declare any such circumstances so that either proper approval to continue those interests or activities can be given or the conflict may be avoided.

Such matters could include:-

- . Employees and/or their families benefiting from a business transaction that rightfully should be made available to the Company.
- . Personal transactions, situations or involvement in which employees and/or their family's personal interests actually conflict or have the appearance of conflicting with those of the Company, eg interests in companies in competition with SKILLED.
- . Employees engaging in other employment or activity that prevents or restricts the employee from performing to their best ability.
- . Company information of a confidential nature being used or disclosed without proper authorisation.
- . Business actions which have the potential to embarrass or harm an employee or the Company.

Purpose

- To ensure that employees fulfil their responsibility to:-
 - . Work towards achieving their full potential and maximising their contribution and productivity.
 - . Work towards ensuring that the Company achieves its business objectives.

Related Policies

- Code of Conduct and Standards of Conduct (for principles supporting this policy and procedure).

How Achieved

Responsibilities/Delegations

	General Manager	State Manager	Managers	Supervisors	Employees
Declare to their Manager any potential conflict of interest or breach of confidentiality		X	X	X	X
Take action to avoid any such conflict or breach, eg direct that any activity or interest cease	X	X	X		
Transfer the employee so that the conflict is avoided	X	X	X		

ISSUED DATE: May 1996

LAST UPDATE: October 2003

VERSION NO: Version 3

APPROVED BY: Company Secretary
Skilled Group Limited