

Secondary Employment and Outside Work

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1.0 Purpose

The University recognises the ongoing importance of creating a balance between a staff member's commitments to the University as their principal employer and their engagement in Secondary Employment or Outside Work. The purpose of this Procedure is to set out the approval process for Secondary Employment or Outside Work.

2.0 Scope

This Procedure applies to:

- All continuing and fixed-term staff¹ including academic and professional staff, senior management, and conjoint appointments (including when they are on periods of approved leave from their employment with the University including recreation, parental and long service leave, and unpaid leave);
- All honorary, adjunct, or casual staff if the Secondary Employment or Outside Work represents a conflict of interest that needs to be declared under the Conflict of Interest Policy;
- All forms of Secondary Employment or Outside Work (as defined in this Policy) conducted by a staff member for External Entities.

This Procedure does not apply to:

- Staff members who are approved to engage in the delivery of clinical healthcare services from within Health Group-run clinics as a component of their University workload profile. Those staff are governed by the Griffith Health Intramural Professional Practice Policy.
- Staff members who conduct Consultancy & Commercial Research (CCR) Project Work on behalf of the University. Those staff are governed by the Consultancy and Commercial Research Policy.
- Staff members who are directly requested, by the University, to take up a directorship in a related entity.

3.0 Procedure

Staff members are encouraged to informally discuss any proposed secondary employment with their Manager and may seek advice from their Senior HR Business Partner and/or the Integrity Unit prior to formally applying for approval.

¹ This includes all full time and part time staff.

3.1 Application

All requests for approval under the Secondary Employment & Outside Work Policy must be made within the Declaration of Interest system. Once submitted, the form will be assessed by the relevant identified approvers within the Declaration of Interest system. For staff members on senior contracts, any Secondary Employment or Outside Work approved through the Declaration of Interest system is also deemed as having obtained approval from the Vice Chancellor.

For continuing and fixed-term² staff, a Declaration of Interest must be completed upon commencement, and on an annual basis thereafter. A Declaration of Interest must be made in the Declaration of Interest system regardless of whether a staff member has any interests to declare.

For honorary, adjunct or casual staff, a Declaration of Interest must be completed on an ad-hoc basis, when a staff member has a conflict that needs to be declared under the Conflict of Interest Policy.

3.1.1 Staff Member's Obligations

The staff member must:

- Answer the questionnaire truthfully and accurately and ensure they disclose specific details of the proposed Secondary Employment or Outside Work in the declaration including:
 - the other employer's name and location;
 - the nature of the proposed employment;
 - the duties to be performed and the proposed hours of work;
 - the duration of the appointment, noting that approvals cannot be given on an ongoing basis, periods of approval will not exceed more than one continuous year; and
 - any possible links the secondary employer may have to the University;
- If indicated by the questionnaire, engage with their manager to identify risks and develop an appropriate management plan for the proposed Secondary Employment or Outside Work;
- Comply with an approved management plan to ensure that the Secondary Employment or Outside Work does not have a negative impact either on the performance of duties, or on the University's reputation.
- Promptly notify the University of any change of circumstances that may need an approval or any conditions to be reconsidered.
- Lodge an ad hoc Declaration of Interest if Secondary Employment arises between annual declarations.

The staff member must also ensure that the approved DOI is reviewed and updated annually.

If a promotion or internal transfer opportunity arises for an existing employee who is already subject to a management plan, the staff member must revisit that plan with the 'receiving manager' under the

² This includes full time and part time staff.

proposed new working arrangements, and adjusted if required, before the promotion or transfer is approved.

3.1.2 Manager Obligations

The employee and manager should meet to discuss the application and seek agreement on the proposed management plan.

If the manager considers that there are unacceptable risks arising from the proposed secondary employment that cannot be adequately managed, or the employee and manager cannot reach agreement on a management plan, then the declaration/application should not proceed at that time. The applicant and manager should seek advice from the Integrity Unit and HR with regard to any unresolved issues.

Approved Secondary Employment and Outside Work arrangements must be reviewed as part of the staff member's career development/performance review process (normally annually) for the duration of the approved period.

3.1.3 Responsible Senior Officer's Obligations

The Responsible Senior Officers are identified within the Declaration of Interest system. Each Responsible Senior Officer is entitled and obligated to:

- ensure that the staff member will perform their job efficiently and effectively
- ensure that there is no actual or potential conflict of interest in relation to the staff member's duties
- evaluate whether the secondary employment will, or has the potential to, compromise the integrity of the University.

When deciding whether to approve a secondary employment application, the Responsible Senior Officer will aim to ensure that the staff member is not unfairly disadvantaged. However, the primary consideration must be to ensure that University work is completed as a priority at the required standard, and any conflicts of interest are resolved in the public interest.

Notwithstanding 3.1.3(b) above, if the inherent risks of the proposed secondary employment cannot be sufficiently mitigated to the Responsible Senior Officer's satisfaction, the staff member will not be approved to engage in the other employment.

The Responsible Senior Officer may impose particular conditions on the approval to ensure adequate management of the situation.

Approvals may only be given for a maximum period of one (1) year at any one time.

3.1.4 Record-keeping

Declarations of Interest will be recorded in the Declaration of Interest system.

3.2 Changes to the Approved work

Staff members are required to notify the Responsible Senior Officer of any material changes to the Approved Secondary Employment or Outside Work during the approval period, such as the nature of the work, its value, its impact on time or resource use, insurance arrangements and any conflicts of interest which may arise.

The Responsible Senior Officer may withdraw approval where there is any change in the work, or in the staff member's employment with the University which would impact on the Guiding Principles and/or to the agreed work terms, conditions or scope.

Should approval to conduct the Secondary Employment and Outside Work be withdrawn, the Responsible Senior Officer will immediately notify the staff member.

3.3 Conflicts of Interest in Secondary Employment or Outside Work

The staff member must self-identify and declare any potential conflicts of interest in relation to their proposed Secondary Employment or Outside Work within the Declaration of Interest system as part of their annual declaration or throughout the year via an ad hoc declaration.

All declarations of interest must be declared in accordance with the Conflict of Interest Policy.

4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

A **Conflict of Interest** arises when a staff member's private interests, or those of a person with whom they have a close personal relationship, conflict with their primary obligation to act in the interests of the University. A conflict of interest may be actual, perceived or potential. It can be pecuniary (involving financial gain or loss), or nonpecuniary (based on enmity or amity) and can arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise. Conflict of interest includes conflict of commitment/conflict of duty.

A **Directorship** includes all paid or unpaid company directorships, and all similar types of governance positions involving custodianship, duty of care and responsibility in relation to external legal entities.

An **External Entity** refers to a business, company, partnership, statutory authority or third party which is independent of Griffith University or in which the University has no ownership or interest. Where a staff member is undertaking unpaid work for the following entities, the entity is excluded from this definition unless there is potential for conflict of interest or intellectual property issues with respect to the University in which case the conflict of interest must be disclosed and approval sought for the appointment:

- trustee for a family trust
- self-managed superannuation funds
- amateur sporting clubs
- professional and academic bodies.

Foreign Interference occurs when activities are carried out by, or on behalf of a foreign actor, which are coercive, covert, deceptive or corrupting and are contrary to Australia's sovereignty, values and national interests.

Outside Work refers to activities within the professional expertise of staff that are outside their terms of employment and that do not involve their acting as an agent for, or on behalf of, the University. It includes any profession, occupation or trade, e.g. where work is completed by a staff member acting in their professional 'practicing' capacity, such as a clinician, lawyer, journalist, engineer, architect, accountant, IT professional, business professional or visual and performing artists who conduct privately commissioned exhibitions and/or performances. Such work can include a one-off or the regular provision of professional expertise, advice and guidance.

Occasional scholarly activities are not considered Outside Work, rather are regarded as part of normal academic duties but for which the staff member received minor payments, honoraria or royalties, including, but not limited to:

- Occasional public appearances relating to the staff member's discipline, for e.g. media broadcasts, newspaper articles or performances/works of art.
- The refereeing or editing of articles for academic journals, or other such texts.
- The refereeing of research grant proposals or reports.
- External examining and contracts for the examination of theses.
- The writing of books, or the creation of other artistic works.

Secondary Employment refers to any work performed by a Griffith staff member, that is undertaken outside or separate to a staff member's Griffith employment contract including during absences on approved leave, including, without limitation:

- self-employment
- employment by any External Entity including a family company
- paid employment in an academic role including lecturing, teaching and tutoring at another University, recognised professional association or other recognised educational body
- holding office in an External Entity (including a private or publicly listed company or not for profit entity) whether or not the position is remunerated (positions may include Director, Chair, President, Vice President, Treasurer, Secretary, Board member, public officer or executive officer)
- paid employment or directorships of an external entity that utilises Griffith intellectual property that the staff member has contributed to
- engaging in or undertaking any commercial business, whether as principal, agent, partner or employee
- providing consultancy services other than as governed by the Consultancy and Commercial Research Policy
- accepting or holding office with any state or territory government, the Australian or any local government.

Secondary employment does not include the ownership and investment in shares in a publicly listed company, investments in rental properties or other similar activities, or basic volunteering within a volunteer organisation (i.e. where you do not hold a significant role).

University Resources means any Griffith University resources including staff and students' time, property, rooms, equipment, consumables, the Library, other books and manuals, research materials, intellectual property, energy supply, University name or brand, letterhead, address and contact details, web address, or any other information or resource that might associate Griffith with the service being performed.

5.0 Information

Title	Secondary Employment & Outside Work Procedure
Document number	2024/0001008
Purpose	The purpose of this Procedure is to set out the approval process for Secondary Employment or Outside Work.
Audience	Staff
Category	Operational
Subcategory	Risk & Integrity
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 8: Decent Work and Economic Growth 16: Peace, Justice and Strong Institutions
Approval date	13 June 2024
Effective date	13 June 2024
Review date	2026
Policy advisor	Head of HR Business Partnering
Approving authority	Director (HR)

6.0 Related Policy Documents and Supporting Documents

Legislation	Crime and Corruption Act 2001 Ombudsman Act 2001 Public Records Act 2023 Public Sector Ethics Act 1994 Right to Information Act 2009
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Information Privacy Act 2009

Policy	Consultancy and Commercial Research Policy
	Conflict of Interest Policy
	Facilities Management and Campus Access and Use Policy
	Guide to the Responsible Conduct of Commercialisation Activities
	Secondary Employment and Outside Work Policy

Procedures	N/A
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Local Protocol	N/A
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Forms	N/A
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