

Declaration of outside interests and duties

In accordance with AustralianSuper's desire to practice high standards of corporate governance, and with the requirements of the regulatory regimes under which we operate, you are required to give notice of interests that you hold which relate to, or may relate to, the activities of AustralianSuper.

What should I disclose?

Common examples of outside interests include holding a Directorship, employment outside of AustralianSuper, Executive positions on professional and community organisations and involvement with Government bodies. Upon commencing a declaration in StarCompliance, you will be prompted to select a role or interest. For a more comprehensive list of examples, please review our Conflicts Management Policy as attached to your welcome email.

When should I disclose?

You need to disclose any outside interests when you join AustralianSuper as an employee. Additionally, on an ongoing basis, you must disclose whenever there is a change in your interests or roles, and seek pre-approval before taking on any new outside interests.

How do I disclose?

AustralianSuper uses StarCompliance to securely record, review and manage outside interests. Shortly you will receive an email from StarCompliance inviting you to disclose outside interests via the online system. If you do not receive an email within 3 business days, please check your spam folder and then contact our Recruitment Team.

How will the information be used?

The information you provide will assist us to determine if an actual, potential or perceived conflict exists. If a conflict is identified, our Conflicts Management team will consult with you and your manager to agree whether the conflicts must be avoided, or agree on a strategy to manage the conflict. This may involve restricting your access to certain information or participation in decision making relating to the conflict.

Notes for completing your declaration:





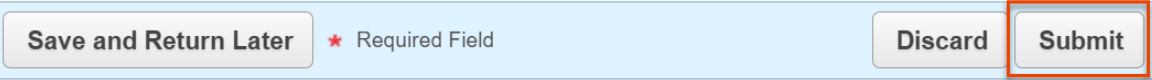
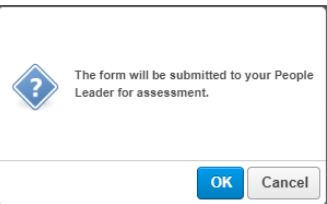
Please record each interest or duty separately, including the nature and extent of your involvement.



Please include details of both direct and indirect interests (for example, interests held through companies or trusts, or held by your immediate family members).


Further information about your obligations to disclose relevant interests is available in AustralianSuper's Conflicts Management Policy, which is accessible in StarCompliance under Document Library.

Declaring Outside Interests via StarCompliance

Quick reference guide (QRG)

Step	Action
	Tip: If you need to leave the form prior to completion, use the Save and Return Later button at the end of the form.
1.	<p>Enter your unique login details to access StarCompliance.</p> <p>Locate the Outside Business Activity* tile. Hover over the tile to reveal the 'add new' button.</p>  <p>*This may be named slightly differently depending on your domain or role function.</p>
2.	<p>Select Type of Disclosure: Current outside interest or role.</p> 
3.	Select the relevant interest category from the list.
4.	<p>To attach any applicable documents, click the magnifying glass icon and navigate to your stored document. Select the relevant document and Click Open.</p> 
5.	<p>Review the requirements to finalise your disclosure.</p> <ul style="list-style-type: none"> * <input type="checkbox"/> I have read and understood the Australian Super Conflicts Management Policy. * <input type="checkbox"/> The Outside Interest information I have submitted is current, accurate and is submitted in accordance with Australian Super's Conflicts Management Policy.
6.	<p>When all questions have been answered and any documents attached, select Submit.</p> 
7.	<p>When the form is submitted, a message will appear to advise the form is being sent to your People Leader for review. Click OK to proceed and progress to step 9 or click cancel to return to the form.</p> 

Step	Action
8.	<p>A further message will appear to advise the declaration was submitted successfully.</p> <p>Click in the right-hand corner to close the message and return to the StarCompliance Home page.</p> 
	<p>Important: During the review of your Interest or pre-approval request, you may be asked clarification questions. Your submission is not final until all questions are resolved and approval is granted in StarCompliance.</p> <p>If a potential, perceived or actual conflict is identified, you and your people leader may be asked to agree to and certify a Conflicts Management Plan. Your declaration is not completely final until this certification is made and approval is granted in StarCompliance.</p>


Need help? If you have questions, contact the **Conflicts Management team** for more information.