**Conflict of Interest**

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Employees of the (AGENCY) must avoid any potential or actual conflicts of interest and are to maintain independence and objectivity with regard to clients, the community and any related organizations. Employees are expected to maintain a sense of fairness, civility, ethics and personal integrity even in situations not specifically addressed by law, regulation, or custom.

Staff are to immediately report any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest to one’s supervisor.

Acceptance of Payment/Gifts

(AGENCY) employees may not accept gifts from clients, families, vendors, providers or consultants, when such gifts may potentially influence, or give the appearance of influencing, an employee’s decision-making or job performance. Any such offers must be immediately reported to the employee’s supervisor, who will determine whether acceptance of the gift constitutes a conflict of interest.

*Bribery*

A bribe is anything of value corruptly received by an employee in exchange for the employee being influenced in their official actions. Giving, offering, receiving or asking for a bribe of any value is prohibited.

Personal Relationships/Professionalism

Marc Cherna

*Misuse of Position*(AGENCY) employees may not use their official position to get something of value that would not be available to other similarly situated individuals. Similarly, (AGENCY) employees may not use their official position to get something of value for someone else that would not be properly available to other similarly situated individuals.

10/11/2016

*Personal Relationships with Clients*

Employees will not engage in personal (including close friendships, babysitting, dating, and sexual relationships) or business relationships with clients on their caseloads. Employees may not invite clients to their homes for any purpose.

Employees will immediately notify the supervisor when assigned to directly assess, investigate, or provide services to friends, family members, or any situations that are or have the potential for a conflict of interest.

*Personal Relationships with Co-workers*

Employees will not participate in interviewing, hiring, supervising or evaluating any family member.

Self-dealing

*Nepotism*  
Employees may not participate in a matter in which they, their immediate family, their business organization or their future employer have a financial interest. Participation includes discussing as well as voting on a matter and delegating a matter to someone else.

*Information Sharing/Use of Information for Personal Gain*(AGENCY) employees may not disclose confidential information or make personal use of non-public information they acquire in the course of their official duties to further their personal interests.

External Commitments

*Second Job/Consulting/Internships/Volunteering*

Working for any contracted provider, in home service provider, doing case management, counseling, or social work of any type involving contact with individuals or families served by (AGENCY) is generally incompatible with the duties of (AGENCY) employees.

Employees must disclose that they work for (AGENCY) to a client or family if the family is or becomes involved with (AGENCY). Employees must also notify their (AGENCY) supervisor when they discover that they are working (in another capacity) with families who are or become involved with (AGENCY).

*Volunteer Activities*

(AGENCY) encourages volunteerism. This policy does not prohibit employees from participating in the activities of local nonprofit, religious or community organizations nor from accepting awards given by such organizations. However, employees may not use (AGENCY) resources or their position at (AGENCY) in a volunteer position without approval from their supervisor.

*Board of Directors/Professional Committee Involvement*

In some situations, (AGENCY) staff members are required to be part of specific boards or committees as part of their (AGENCY) job duties. In these situations, no approval is required.  
  
For any paid or unpaid board or committee membership not required by (AGENCY), employees will notify and receive approval from their supervisor prior to serving on the board or committee. This would include any public or private agencies, businesses, organizations or other groups. Supervisors will ensure the following:

a. The (AGENCY) staff member’s job duties do not conflict with the membership.

b. The (AGENCY) staff member notifies the board or committee that their board or committee position does not represent (AGENCY).

*Independent Board/Committee Involvement* For any paid or unpaid board or committee membership not required by (AGENCY), employees will notify and receive approval from their supervisor prior to serving on the board or committee. This would include any public or private agencies, businesses, organizations or other groups. Supervisors will ensure the following:

a. The (AGENCY) staff member’s job duties do not conflict with the membership.

b. The (AGENCY) staff member notifies the board or committee that their board or committee position does not represent (AGENCY).

*Political or Social Affiliations/Activities*(AGENCY) employees are free to engage in political activities on a personal basis as long as the activities do not conflict with their ability to carry out their (AGENCY) responsibilities or create confusion between actions that are taken by them personally versus as a (AGENCY) employee. Individual political activities should only occur during off-duty hours, at the employee’s own expense and without use of (AGENCY)’s name, resources, facilities or equipment. If an employee is asked to sign political advertisements or endorsements that include employment, a generic description should be used.

*Appearance of Conflict*   
Employees are prohibited from acting in a manner that would make a reasonable person think they can be improperly influenced.



Employees must be aware of situations of potential and actual conflicts of interest in their conduct in relation to their position and involvement with co-workers, clients (current or past), and other entities.



Benefit—see personal interest

Confidential Information—Information concerning and related to reporting source, reports received, investigations and assessments, referrals for service, families involved with (AGENCY) (past and present), personnel matters, collective bargaining and arbitration, litigation and potential litigation, investigations of violations of the law, quasi-judicial deliberations, partnerships, and transactions of/with (AGENCY).

Conflict of Interest— a. situation in which the concerns or aims of two different parties are incompatible. b. situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity

Employee—refers to current county employees and purchased personnel (whether receiving salary/wages or on any leave of absence), volunteers, and consultants.

Familial—family member by blood, marriage, or court order.

Immediate family member—parent, step-parent, spouse, spouse’s parent, spouse’s step-parent, child, step-child, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandchild, and grandparent.

Kinship relationship—relative, godparent, or close family friend.

Partnerships—refers to vertical and horizontal alliances (partnerships, collaborations, and coalitions) with individuals and entities such as child and family service providers, substance abuse treatment providers, hospitals, and educational institutions, community organizations, etc.

Personal Interest—when a person has the potential to gain or lose money, gifts, favors, preferential treatment, promotion or employment for oneself or another depending upon the outcome of a decision or other transaction.

Transactions—may involve provision of service, employment, contracts, fee-for-service, fundraising, accounting, purchasing, collaborations, joint service programs, advocacy, legal, consulting, information systems, coalitions, mergers, acquisitions, contingency plans, and/or research, etc.

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Officer Signature

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Officer Name

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Date Approved