

## **SECTION 5.3 CONFLICT OF INTEREST**

While describing all the circumstances and conditions which might develop is impossible, the following is set forth to guide employees:

1. To avoid any compromise to the County, all employees of the County shall manage their outside personal and business activities so as **not** to reflect an actual or perceived conflict between their self-interests and their duty to the County. Additionally, outside activities should not detract from the employee's position with the County nor result in negative publicity or perceptions of the County.
2. Employees of the County are not permitted to maintain financial interest in, or receive payment, directly or indirectly, borrow from, lend to, invest in or engage in any substantial financial transaction with any individual, organization, supplier, or subcontractor who does business with the County without disclosure. Acceptance of gifts on special occasions, e.g., Christmas baskets, cakes, flowers, etc., are acceptable if shared within the department or with other County Department(s). All gifts of substantial value must be declined politely.
3. No outside work or personal business may be done during regular office hours and no County facilities, equipment, labor or supplies may be used to conduct this outside activity.
4. Any employee doing any outside work is under obligation to advise his or her client that the work is in no way by, for, or in the name of the County. Any questions regarding a possible conflict of interest or outside work should be discussed with the immediate supervisor or with the Department Head/Elected Official. Failure to disclose or discuss information related to any of the above may lead to corrective action up to and including termination.