

Grant County Personnel Policy

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APPROVED: 

Cindy Carter, Chair, Board of County Commissioners

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Date Signed

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CONTACT: Human Resources

210 – Conflict of Interest

210.1 Specifics

Grant County requires certain safeguards from potential conflicts of interest for the protection of the individual as well as of the County. The County expects that all officials and employees will comply with the *Code of Ethics*.

210.2 Prohibition Against Conflicts of Interest

Employees have a duty and responsibility to conduct County business matters solely for the benefit of the County, and to avoid potential conflicts of interest. Violations of this policy may be treated with corrective action, up to and including termination.

210.3 Personal Interest Conflict

210.3.1 No employee may derive a private or personal benefit from a County transaction to which the employee has some degree of influence or control over the outcome. For example, a potential personal interest of conflict may arise when:

- (a) An employee who has responsibility or influence over the County's purchase of goods or services influences a direct purchase from an organization in which he, she, or a member of his or her family has an interest;
- (b) An employee accepts gratuities or special favors from any organization doing business with the County where the offering or acceptance of such gratuities or special favors could be viewed as potentially interfering with the employee's proper discharge of his or her responsibilities to the County.

210.4 Conflict of Commitment

The County expects that an employee's outside activities and interests will not interfere with his or her obligations to the County. Employees must eliminate conflicts of commitments where competing demands upon the time and energy of an employee as a result of his or her outside activities and interests interfere with the employee's ability to meet his or her responsibilities to the County.

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210.5 Inappropriate Use of County Name or County Resources

Employees are prohibited from using the County's name or resources, such as County facilities or equipment, to advance his or her own private interests. The County's name, facilities, and equipment are to be used only for the furtherance of County goals and business and not for the benefit of, or to imply the County's support of any other activity.

210.5.1 Use of County Name, Department Name, Employee Title. No employee shall use the official title of the County, or any of its parts, in whatever form that title may appear except in connection with legitimate County purposes. For example, County letterhead may not be used by any employee for any other use except County business.

210.5.2 Use of County Facilities and Equipment. County materials, supplies, facilities, or personnel must not be used by an employee for personal use or to promote an outside activity or private interest. For example, County copying machines may not be used to duplicate personal announcements or invitations.

210.6 Use of Confidential Information

210.6.1 An employee shall not use or disclose confidential information acquired in connection with County-related activities for personal gain, for another's gain, or for other unauthorized purposes.

210.6.2 An employee shall not accept employment or engage in any business or outside activity which might require or induce the disclosure of confidential information acquired by reason of the employee's County position.

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