

Conflict of Interest Policy

1.0 Purpose To set the policy and procedure for dealing effectively with conflicts of interest, outside business interests, other employment ventures, agreements or arrangements which may interfere with a legitimate interest of the County.

2.0 Applicability To all employees of Bladen County.

3.0 Definitions Conflict of Interest: An activity or interest which is inconsistent with or opposed to the legitimate best interests of the County.

4.0 Policy In order to ensure judgments and actions that are in the best interests of the County, adherence is required to a policy designed to prevent conflicts with the County. It is the responsibility of every employee to act in the best interests of the County at all times and to make certain that he/she refrains from placing himself / herself in positions that might produce conflicts of interest.

It shall be the duty of all Bladen County employees to recognize and report to the Department Head, any and all part-time employment opportunities in any outside undertaking that may be considered a conflict of interest in their employment with Bladen County. Law enforcement personnel should make the Sheriff aware of these opportunities.

It shall be the policy of Bladen County that no manager, department head, supervisor or any employee may use their position, or the knowledge gained therein, in such a manner that a conflict between Bladen County's interests and their personal interests should arise. Both the fact and the appearance of the conflicting interests are to be avoided.

Other incompatible activities include, but are not limited to, acceptance of a favor, pay, gift, payment of expenses, or any other thing of monetary value under circumstances in which acceptance may result in or create the appearance of conflicts of interest.

An employee is prohibited from having a direct or indirect interest that conflicts substantially with his/her County duties and responsibilities; or, from joining in, directly or indirectly, a transaction as a result of, or primarily relying upon, information obtained through his/her County employment.

Employees should refrain from transmitting any knowledge of county considerations or decisions, or any other information which might be prejudicial to the interest of the County, to any person other than in connection with the discharge of their official duties or responsibilities.

5.0 Request for Outside employment (See Outside Employment section of Conditions of Employment Policy)

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The work of the County will take precedence over other occupational interests or employment. Outside employment is self-employment or any employment for salaries, wages, tips or commission other than the position held with the County.

Any employee considering outside employment shall report to the responsible department head his / her intentions prior to the beginning of the job, occupation or self-employment by completing a 'Request to Engage in Outside Employment' form (Exhibit A). The responsible department head shall review the outside employment and assure that:

- a. the nature of the work will not create a conflict of interest with the County position, and
- b. outside employment will not routinely occur during normal work schedule, (example - coaching a sport) and (Revised 06-07-19)
- c. the schedule or total hours worked will not conflict with the performance of the employee's duties with the County.

Failure to seek approval for outside employment as outlined above or to maintain such employment when not approved shall be cause for disciplinary action up to and including dismissal.

If approved, outside work shall not interfere with the employee's regular work schedule and performance nor will such work be done on County time. If attendance or work performance is determined to be compromised by outside employment, approval for outside employment may be withdrawn.

6.0 Verification Form

Prior to a job offer being made to any applicant for a County position, this conflict of interest policy will be discussed with the applicant and a verification form (Exhibit B) signed. A copy of this policy will be given to each successful job applicant as soon as is reasonably possible prior to the first day of employment, but, in any event, no later than the first day of employment.

Adherence to this policy, as herein above set out, is a condition of employment. Failure to comply may result in disciplinary action, up to, and including termination of employment.

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Exhibit A

**Bladen County
Request for Authorization to Engage in Outside
Employment**

Employee Name: _____ Position: _____
 Department: _____ Date of Request: _____

PROPOSED OUTSIDE EMPLOYMENT	
Name of Employer:	
Phone Number:	
Address:	
Work Location(s):	
Total Hours Proposed:	Per Week: Per Month:
Days and Hours of Work:	
Position Title:	
Briefly describe the type of business or service provided:	
List tools, equipment, and machines that you operate in performing the duties:	
Describe working conditions and hazards of this work:	

I have read the Outside Employment policy and I affirm that my proposed Outside Employment is not in conflict with any of those rules, and I recognize that violations of Bladen County regarding Outside Employment may be cause for discipline, up to and including termination of employment.

I will advise the County immediately if I am injured or become ill as a result of the outside employment.

Employee Signature

Department Head or Supervisor Signature

_____ APPROVED for _____ months.	_____ DISAPPROVED
Justification:	
County Manager Signature: _____	
Date: _____	

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Exhibit B

NEW HIRE VERIFICATION

I certify that I have read, or have had read to me, Bladen County's policy on conflicts of interest. I further certify that, except for the situation(s) described hereafter, to the best of my knowledge, I find no area of possible conflict of interest with any function or department of Bladen County:

(Please Print) Name: _____

Social Security No. _____

Title: _____

Department Name: _____

Signature

Date