

Subject: CONFLICT OF INTEREST

Date: March 28, 2018

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Replaces Policy Dated: August 21, 2008

PURPOSE: To establish a policy for Pinal County employees to assist them in identifying, disclosing, avoiding, and managing conflicts of interest as required by law.

SCOPE: This applies to all Pinal County employees including members of appointed boards, committees, commissions, and Elected Officials.

STATEMENT OF POLICY: Pinal County requires all employees to avoid conflict of interest in the performance of their duties.

DEFINITIONS:

- A. Conflict of Interest- A conflict of interest occurs when an employee, or who's relative:
 - 1. Has a substantial interest in any decision, contract, sale, purchase, or service with Pinal County
 - 2. Solicits, accepts or agrees to accept, any compensation, favor, gift, promise or other items of value (whether tangible or intangible) in return for influencing, attempting to influence, rewarding or not rewarding an action or decision
 - 3. Participates in a Pinal County action while negotiating prospective employment with a person or entity who has a matter pending before the Board of Supervisors, Elected Official, Committee or Commission
 - 4. Create the appearance of impropriety

- B. Substantial Interest- Any pecuniary or proprietary interest either direct or indirect other than a remote interest.

PROCEDURE:

- 1. Employee shall avoid situations that create an appearance of conflict of interest or create an appearance of impropriety.

- 2. Employee shall immediately report all potential conflicts of interest to the Appointing Authority or Director of Human Resources. This report must be in writing.

- 3. Any report of a potential conflict of interest shall be assessed and investigated as warranted by at least two of the following: Appointed Authority, County Manager, Elected Official or Director of Human Resources.

- 4. An employee determined to have a potential conflict of interest shall be disqualified from any consideration of the matter. The employee shall refrain from communicating about the matter with anyone involved in the action in order to avoid the appearance of impropriety.

VOTING CONFLICTS

A voting conflict occurs when a member of a board, commission, or selection committee is in a position to vote on an issue or employment decision that will involve a conflict of interest. If this occurs, the individual should abstain and remove him or herself from participation in the discussion pertaining to the item and not vote or attempt to influence the vote. If the issue does not present a conflict of interest but creates an appearance of impropriety, the individual should, at a minimum, disclose the nature of the concern to the other members of the body prior to the vote. Failure to do so jeopardizes the public perception of the outcome of their vote. No employee should sit on a selection committee if they have been listed as a reference by any candidate under consideration by that committee or if they have a close personal relationship with any candidate under consideration by that committee.