

Appendix 3 – Conflict of Interest Policy

DISCLOSURE - GENERAL STANDARD	An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the Center.
SPECIFIC DISCLOSURES SUBSTANTIAL INTEREST	Any employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest shall be required to file an affidavit disclosing the nature of the interest. The affidavit shall be filed with the Executive Director or a designee prior to the award of a contract or authorization of payment by the Center. [See BBFA]
INTEREST IN PROPERTY	The Executive Director shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002. [See BBFA]
GIFTS	An employee shall not accept or solicit any gift, favor, service, or other benefit that reasonably could be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA]
SALES	An employee shall not use his or her position with the Center to attempt to sell any non-Center products or services.
DUAL EMPLOYMENT	An employee who accepts outside employment shall file a written notification with his or her supervisor. The supervisor shall ascertain whether the outside employment interferes with the employee's ability to carry out his or her regular assignment and shall discuss with the employee any perceived interference.

[Local Government Officer Conflicts Disclosure Statement \(Form CIS\) and Instructions](#)