

Category: 300

Number: 321.5

Policy: **Conflict of Interest for County Officials, Confidential, Non-Union and Other Employees**

Purpose: The purpose of this policy is to define and serve as primary document for conflict of interest.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees. Appointed, Elected or Members to Board of Commissioners should consult Policy 321.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

CONFLICT OF INTEREST

Any employee whose supplemental employment represents a conflict of interest with his or her employment with St. Clair County shall be subject to discipline up to and including termination of employment.

OBJECTIVE CHOICES

County Officials and employees must avoid employment related investment and/or purchasing decisions that would or could conflict with their obligation and responsibility to make objective decisions in the County's best interest.

PROTECT THE COUNTY'S BEST INTERESTS

An official or employee may not use information obtained in the course of employment for personal benefit or in a way that is contrary to the best interest of the County.

PERSONAL BUSINESS CONFLICTS

An official or employee shall not, without the written consent of the County, engage in any activity that might affect their objective and independent judgment such as:

- Function as a paid professional consultant in a specialized field related directly to the essential functions of his or her job, or
- Conduct exclusive or substantial business with a vendor who is related by family, financial or economic affiliation.

CONSULTING

Written consent shall be from the County Administrator/Controller or where applicable the elected official of the department.

PROHIBITED ACTIVITIES

An official or employee shall be subject to discipline for use of their employment position for:

- Obtaining or attempting to obtain privileges for themselves or others,

- Soliciting or accepting any gift, gratuity, favor or anything of value from a party that stands to gain from any employee's action, decision, recommendation or judgment, or
- Granting special favor, treatment or anything of value to any person who is a family member or with whom a social relationship exists.

For further information, an employee may contact the Human Resources Department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted: December 10, 2020