



GENERAL CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT/CONFIDENTIALITY *STATEMENT FRANKLIN COUNTY

In General

Franklin County (the County) expects our personnel to conduct business according to the highest ethical standards of conduct. Personnel are expected to devote their best efforts to the interests of the County. Business dealings that appear to create a conflict between the interests of the County and an employee are unacceptable. The County recognizes the right of personnel to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the County may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the County's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Human Resources Department to obtain advice on the issue. The purpose of this policy is to protect personnel from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Outside Employment

Personnel are required to obtain written approval from their supervisor before participating in outside work activities. Approval will be granted unless the activity conflicts with the County's interest. In general, outside work activities are not allowed when they:

- prevent the employee from fully performing work for which he or she is employed at the County, including overtime assignments;
- involve organizations that are doing or seek to do business with the County, including actual or potential vendors or customers; or
- violate provisions of law or the County's policies or rules.

From time to time, County personnel may be required to work beyond their normally scheduled hours. Personnel must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the County must be given priority. Personnel are hired and continue in Franklin County's employ with the understanding that Franklin County is their primary employer and that other employment or commercial involvement which conflicts with the business interests of Franklin County is strictly prohibited while on duty.

Financial Interest in Other Business

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of the County, except where such ownership or interest consists of securities in a publicly owned County and that securities are regularly traded on the open market.

Acceptance of Gifts

No employee may solicit or accept gifts of significant value (i.e., in excess of \$25.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.

An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the County. Any questions regarding this policy should be addressed to the Human Resources Department.

Work Product Ownership

All Franklin County personnel and/or volunteers must be aware that Franklin County retains legal ownership of the product of their work. No work product created while employed by Franklin County can be claimed, construed, or presented as property of the individual, even after employment by Franklin County has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas, or other intellectual property developed for Franklin County, regardless of whether the intellectual property is used by Franklin County. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of Franklin County. Freelancers and temporary personnel must be particularly careful in the course of any work they discuss doing, or do, for a competitor of Franklin County.

Reporting Potential Conflicts

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his or her supervisor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the County's relationship.

Confidential Nature of Work

All Franklin County records and information relating to Franklin County or its customers are confidential, and personnel and/or volunteers must, therefore, treat all matters accordingly. No Franklin County or Franklin County related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of Franklin County) may be removed from Franklin County's premises without permission from Franklin County. Additionally, the contents of Franklin County's records or information otherwise obtained regarding business may not be disclosed to anyone, except where required for a business purpose. Personnel must not disclose any confidential information, purposefully or inadvertently through casual conversation), to any unauthorized person inside or outside the County. Personnel who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Personnel will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

I agree to abide by the requirements of the Confidentiality and Conflict of Interest Statement

Print _____ Signed: _____

Date _____ Check One: Intern ☐ Volunteer ☐