

## PENDER COUNTY HEALTH DEPARTMENT

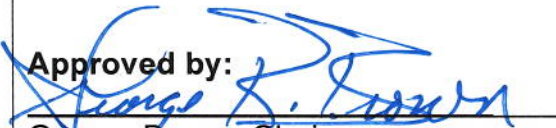
**Title:** Conflict of Interest

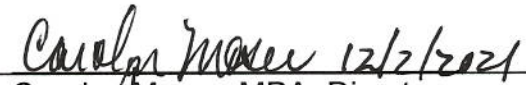
**Department:** Administration

**Effective Date:** June 1, 2012

**Last Revised:** December 2, 2021

**Approved by:**

  
George Brown, Chair  
Pender County Commissioners

  
Carolyn Moser, MPA, Director  
Health & Human Services

### **Definition**

A conflict of interest is defined as an actual or perceived interest by a staff member or board member in an action that results in, or has the appearance of resulting in, personal, organization, or professional gain. A conflict of interest occurs when an employee/board member has a direct or fiduciary interest in another relationship.

### **Examples of Policy Violation**

A conflict of interest could include but are not limited to:

- \* Ownership with a member of the Board of Health, Advisory Board of Health, or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- \* Employment of or by a member of the Board of Health, Advisory Board of Health, or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- \* Contractual relationship with a member of the Board of Health, Advisory Board of Health, or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- \* Creditor or debtor to a member of the Board of Health, Advisory Board of Health, or an employee where the other has supervisory authority over the other or with a client who receives services.
- \* Consultative or consumer relationship with a member of the Board of Health, Advisory Board of Health, or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- \* Using an official's or employee's authority, influence, or county position for private or personal financial gain.
- \* The use of county time, facilities, equipment, or supplies for the purpose of private or financial gain or for any purpose other than that of official county business.

### **Employee Responsibilities**

It is in the interest of the organization, individual staff, and Board members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest. Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. This organization serves the community as a whole rather than serving any special interest group. The appearance of a conflict of interest can cause embarrassment to the organization and jeopardize the credibility of the organization. Employees are to maintain independence and objectivity with clients, the community, and the organization. Employees are called to maintain a sense of fairness, civility, ethics, and personal integrity even though law, regulation, or custom does not require them.

### **Acceptance of Gifts**

Employees, members of employee's immediate family, and members of the Board of Health or Advisory Board of Health are prohibited from accepting gifts, money, or gratuities from the following:

- Persons receiving benefits or services from the organization;
- Any person or organization performing or seeking to perform services under contract with the organization; and
- Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave or leave without pay. If the employee is acting in an official capacity, honoraria received by the employee in connection with activities relating to employment with the organization are to be paid to the organization.

### **Violations**

Any official, board member, or employee engaging in activity involving either actual or potential conflict of interest or having knowledge of such activity is encouraged to promptly report the activity to their supervisor and County Manager or Board Chair. Any county employee who violates this policy will be subject to disciplinary action up to and including dismissal.

### **Reference**

Pender County Personnel Policies located at the My Pender website.

## PENDER COUNTY HEALTH DEPARTMENT

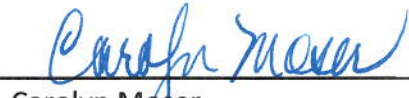
**Title:** Conflict of Interest

**Department:** Administration

**Effective Date:** June 1, 2012

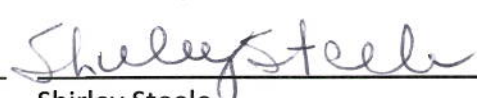
**Last Revised:** May 15, 2016

**Approved by:**



Carolyn Moser

Health & Human Services Director



Shirley Steele

Director of Nursing

### Definition

A conflict of interest is defined as an actual or perceived interest by a staff member or board member in an action that results in, or has the appearance of resulting in, personal, organization, or professional gain. A conflict of interest occurs when an employee/board member has a direct or fiduciary interest in another relationship. A conflict of interest could include:

- \* Ownership with a member of the Board of Health or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- \* Employment of or by a member of the Board of Health or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- \* Contractual relationship with a member of the Board of Health or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- \* Creditor or debtor to a member of the Board of Health or an employee where the other has supervisory authority over the other or with a client who receives services.
- \* Consultative or consumer relationship with a member of the Board of Health or an employee where one or the other has supervisory authority over the other or with a client who receives services.

The definition of conflict of interest includes any bias or the appearance of bias in a decision making process that would reflect a dual role played by a member of the organization or group.



### Employee Responsibilities

It is in the interest of the organization, individual staff, and Board members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest. Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. This organization serves the community as a whole rather than only serving a special interest group. The appearance of a conflict of interest can cause embarrassment to the organization and jeopardize the credibility of the organization. Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to your supervisor immediately. Employees are to maintain independence and objectivity with clients, the community, and the organization. Employees are called to maintain a sense of fairness, civility, ethics and personal integrity even though law, regulation, or custom does not require them.

### Acceptance of Gifts

Employees, members of employee's immediate family, and members of the Board of Health are prohibited from accepting gifts, money, or gratuities from the following:

- Persons receiving benefits or services from the organization;
- Any person or organization performing or seeking to perform services under contract with the organization; and
- Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave or leave without pay. If the employee is acting in an official capacity, honoraria received by the employee in connection with activities relating to employment with the organization are to be paid to the organization.