

Idaho Division of Human Resources
Executive Branch Statewide Policy
Section 15: Conflict of Interest
Conflict of Interest Disclosure Certification Form

Type of Disclosure (check all that apply)

- | | |
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| <input type="checkbox"/> Conflict of Interest* (definitions below) | <input type="checkbox"/> Romantic Relationship |
| <input type="checkbox"/> Relative or Close Personal Relationship | <input type="checkbox"/> Outside Employment |
| <input type="checkbox"/> Nepotism | <input type="checkbox"/> Other: _____ |

Disclosing Party (Employee) Information

Name: _____ Agency/Division/Program: _____

Work Location: _____ Job Title: _____

Supervisor's Name: _____ Date: _____

Description of the Conflict of Interest:

Please provide any and all applicable details regarding the conflict of interest or potential perception of a conflict of interest.

Examples may include:

- Conflict of interest due to a romantic relationship between you and the other party, please include how long has the relationship has existed, the current status of the relationship, if the affected party is in your direct chain-of- command, if the relationship is romantic.
- Financial transaction, to include grants, awarding contracts, providing benefits, etc. whether for yourself or on behalf of a client or family member, which could constitute an appearance of impropriety or conflict of interest with the position to which you hold.
- You, a family member, or a client, having direct or indirect financial or personal interest (such as business or financial investments, property holdings, or employment), other than as a consumer, in the subject area of concern to the position to which you hold.
- Outside employment or other compensated activity, or any outside activity, regardless of compensation, that reasonably appears to create a conflict of interest or a conflict of commitment.

What is your analysis of the impact this conflict of interest may have on your workplace and/or your position? What solutions do you recommend?

Conflict of Interest includes:

- Private Interest – participating in any activity performed in the course of employment which might provide a benefit to or have the appearance of impropriety or preferential treatment of family or relatives, significant others, businesses operated by an employee, a relative or a close associate.
- Contracting – employees and members of the employee’s household shall not have a private interest in any contract or grant or other written agreement over which the employee has influence in their official capacity.
- Serving on Boards, Commissions, or Committees – employees may not accept or serve in any policy making position or office of a private organization, board, commission, or committee in which an opportunity for a conflict of interest between the activity and the employing agency is reasonably anticipated, except upon prior written approval from the employee’s Appointing Authority.
- Cohabitation – living with other individuals which may create a real or perceived conflict of interest with their official duties.

Certification Statement

I certify that the information on this form to the best of my knowledge and belief is true and accurate. I understand that any misleading or incorrect information or omission of material facts may be just cause for disciplinary action up to and including termination of employment. I understand my obligation to promptly report personal relationships that develop during my employment.

Disclosing Party Certification: _____ Date: _____

Routing Instructions

Please sign and route this completed form to your supervisor and human resources for consideration.

cc: Supervisor
Personnel File