ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject:Conflict of InterestApproved:Signature on file

Number: C 30 **Date:** 08-05-07

POLICY

SSA employees and volunteers shall refrain from engaging in any activity or accepting something of value (e.g. gifts¹ such as: goods, services, admission to an event, a loan, etc. They shall be responsible for reporting the source and for identifying the potential conflict of interest. SSA has designated certain positions, which require the incumbents to file a Statement of Economic Interests annually, and upon entering and leaving positions as required by the State Fair Political Practices Commission. Undesignated positions are not exempt from reporting. They must report sources of any potential conflict of interest in writing to the Director of Administrative Services Division through the employee's supervisor. New employees are required to sign an acknowledgement form entitled, "Acknowledgement of Conflict of Interest Reporting Requirements."