



## CONFLICT OF INTEREST DISCLOSURE FORM

Pursuant to OCBCC Policy Manual Chapter XIII-Code of Conduct and Florida Statute 112.313

Last Name-First Name-Middle Initial	
County Department	Current Okaloosa County BCC Position

Any employee or official in a position to influence County actions shall refrain from business, professional and other relationships which may affect the exercise of their independent judgment in dealing with County suppliers of goods or services.

An employee having a conflicting outside personal economic relationship, or any perceived conflict of interest, shall disclose the details in a written statement, to include the nature and scope of his/her outside personal economic interest and the extent of financial benefit received, at least annually, or more frequently if his/her situation changes (see reverse side of form).

### DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING COUNTY EMPLOYEE OR OFFICIAL

Please select all that apply:

<input type="checkbox"/>	I,
<input type="checkbox"/>	My spouse, whose name is _____ or;
<input type="checkbox"/>	My child, whose name is _____

have/has a material and/or financial interest, or serve(s) as an officer, partner, director or proprietor of the following business(s). Please include details including the nature and scope of economic interest and the extent of financial benefit received:

### ACKNOWLEDGEMENT

I am aware of, and understand my responsibility to avoid any real, perceived or potential conflict of interest. I will comply with the Code of Ethics Policy on the reverse side of this form. I will abstain from realizing personal gain through conduct which is inconsistent with the proper engagement of my employment capacity with Okaloosa County BCC and I will complete an updated Conflict of Interest Disclosure Form at least annually or more frequently if my situation changes.

### EMPLOYEE SIGNATURE

Signature		Date	
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FOR OFFICIAL USE ONLY – REVIEW AND SIGNATURE	
Purchasing Officer:	Department Director:
Database Entry:	HR Director:

## CHAPTER XIII – CODE OF CONDUCT

- 1) In the application of the provisions of the Okaloosa County Code of Conduct, the various Advisory Opinions and Recommended and Final Orders issued by the Florida Commission on Ethics relating to the interpretation of the Code of Ethics for Public Officers and Employees, as contained in Part III, Chapter 112, Florida Statutes, may be considered in the interpretation of these provisions.
- 2) Any attempt by an employee or officer to realize personal gain through conduct which is inconsistent with the proper discharge of the employee's duties shall have committed a breach of public trust which constitutes a conflict of interest. Employees who believe they may have a potential conflict of interest in regard to their County employment, regardless if it is actual or perceived, are required to disclose the details of such conflict on the Conflict of Interest Disclosure Form at least annually or more frequently if their situation changes. Any employee who violates these standards of conduct is guilty of misconduct and may be subject to discipline up to and including dismissal.
- 3) No employee shall accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom the employee has official relationships or business of the Okaloosa County government. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, not to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions. All employees must guard against relationships that might be construed as evidence of favoritism, coercion, unfair advantage or collusion.
- 4) No employee or officer of Okaloosa County shall participate in the selection, award, or administration of a contract funded by public financial assistance which includes contracts, grants, cooperative agreements, appropriations, etc. if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. Employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- 5) No employee acting in his/her official capacity as a purchasing agent or officer of Okaloosa County (as defined by F.S. 112.313) shall either directly or indirectly purchase, rent, or lease any realty, goods, or services in excess of \$500.00 per calendar year for Okaloosa County from any business entity of which the employee, the employee's spouse or employee's child has a material interest or is an officer, partner, director, or proprietor.
- 6) No employee or officer of Okaloosa County acting in his/her private capacity shall rent, lease, or sell any realty, goods, or services in excess of \$500.00 per calendar year to Okaloosa County.
- 7) No employee or officer of Okaloosa County shall participate directly or indirectly in any procurement when they know that:
  - a) The employee or officer, or any member of their immediate family, is negotiating or has an arrangement concerning prospective employment with any person, business, or organization that will be participating in such procurement; or
  - b) The employee or officer or any member of their immediate family has a financial interest pertaining to the procurement. However, any employee or any member of an employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.