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PERSONNEL POLICY 540

SUBJECT: EMPLOYEE RELATIONSHIPS WITH CLIENTS, VENDORS, AND OUTSIDE ORGANIZATIONS

INFORMATION CONTACT: Employee Relations

AUTHORIZING SOURCE: Employee Services Division
Chapter 42.52 RCW, Ethics in Public Service
Administrative Policy 6.04

EFFECTIVE DATE: November 1, 1999

APPROVED BY: _____
Assistant Secretary for Management Services

APPROVED
Executive Ethics Board

SUNSET REVIEW DATE: November 1, 2001

Date: 6/11/04

I. **PURPOSE:**

This policy provides department standards for employee relationships with clients, vendors, and outside organizations doing business or seeking to do business with the department.

II. **SCOPE:**

This policy affects all department employees.

III. **DEFINITION:**

For the purpose of this policy, "person" means a client, vendor, officer of an outside organization, or other individual who represents an outside organization.

IV. **BACKGROUND:**

The department has legitimate concern about real or potential conflicts of interest arising from an employee using the employee's public position for private gain from or advantage of a client, outside organization, or vendor doing business or seeking to do business with the department.

V. **POLICY:**

A. A department employee is prohibited from the following:

1. Receiving, accepting, taking, seeking, or soliciting, directly or indirectly, anything of economic or personal value as a gift, gratuity, or favor from any person if the employee has reason to believe the person:
 - a. Has or is seeking a contractual, business, or other financial relationship with the department;
 - b. Is involved with an operation or activity regulated by the department;
 - c. Has interests which may be substantially affected by the employee's performance or nonperformance of official duties; or
 - d. Offered the gift, gratuity, or favor because of the employee's ability to influence the activities regulated by the department.
2. Accepting, maintaining, or disbursing client funds except as authorized.
3. Engaging in any transaction with a person that may result in a conflict of interest.
4. Working on a department client's case to whom the employee is related or with whom the employee has or has had:
 - a. A significant personal or non-official relationship, or
 - b. A counseling relationship outside the department (paid or as a volunteer) except with the prior written approval of the employee's Director or Director's designee. Should such a case be assigned, an employee shall immediately notify the employee's supervisor.
5. Using the power or authority of the employee's position in a manner intended to induce or coerce another person to provide the employee or any other person with anything of economic or personal value, directly or indirectly.

B. Reporting of Potential Conflicts

The employee must notify the employee's immediate supervisor if the employee:

1. Becomes aware of any real or potential conflict of interest arising with the employee's relationship with clients, vendors, and/or outside organizations as prohibited by this policy.
2. Is aware of any real or potential conflict of interest with another employee's relationship with clients, vendors, and/or outside organizations as prohibited by this policy.

APPROVED
Executive Ethics Board

Date: 6/11/04