

Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

Conflict of Interest Questionnaire

Instructions:

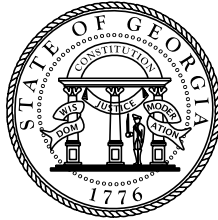
- All DHS employees are required to complete the attached questionnaire.
- If ALL of the answers to questions 4-10 are "NO," please print the completed form and forward it back to your human resource office along with your hiring packet.
- If you answered "YES" to ANY of questions 4-10, the completed form is to be returned to your supervisor.

This questionnaire is to be completed by all DHS employees in order to determine whether or not a conflict of interest or the appearance of a conflict of interest exists as a result of possible relationships between themselves and other DHS employees as well as with employees of service providers contracting with DHS.

DHS Personnel Policy 1201, "Standards of Conduct and Ethics in Government," states, "A conflict of interest may exist where employees engage in activities which may financially or otherwise enhance themselves, their relatives or individuals with whom they are personally or financially involved as a result of knowledge, information or action taken in an official capacity as departmental employees." The policy further states, "Employees are to make every effort to avoid even the appearance of a conflict of interest."

DHS holds its employees accountable for avoiding conflicts of interest as well as the appearance of conflicts of interest; therefore it is critical that employees report any relational circumstances that have potential to create conflicts or the appearance of conflicts of interest within the Department.

*** NOTE: THIS SURVEY DOES NOT SOLICIT INFORMATION ABOUT RELATIONSHIPS THAT ARE UNRELATED TO YOUR EMPLOYMENT AND SUCH RELATIONSHIPS SHOULD NOT BE DISCLOSED.**



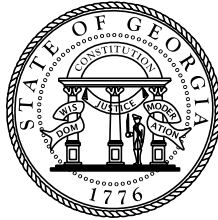
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Please answer the following questions completely and honestly.

1. What is your name?
2. What is the name and location of the DHS division or office you work for?
3. What is your job title and role within your DHS unit?
4. Is your spouse or someone with whom you have an intimate¹ relationship an employee of DHS?

If so, describe his/her role within the Department.

¹ For purposes of this questionnaire, an intimate relationship exists between parties who:
a) currently reside together; b) have a current business relationship; c) have a current financial relationship; d) have a current sexual relationship; **or** e) were in a relationship characterized by one or more of the above criteria within a year of the employee's completion of this questionnaire.



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5. Are you related² to an employee of DHS?

If so, describe his/her role within the Department.

6. If the answer to question 4 or 5 is “yes”, what, if any, interaction do you have with the identified individual(s) because of your employment?

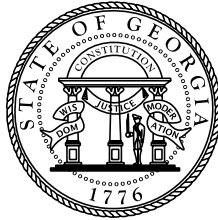
7. Is your spouse or someone with whom you have an intimate relationship, an employee of a service provider that contracts with DHS?

If so, identify the service provider and describe that individual’s role within his/her organization.

8. Are you related to anyone who is an employee of a service provider that contracts with DHS?

If so, identify the service provider(s) and describe those individuals’ roles within their respective organizations.

² DHS Personnel Policy defines “relative” as any of the following: spouse; child/grandchild (includes biological, adopted or foster child, step child, legal ward, or child for whom the employee stands *in loco parentis*); sister/brother (includes step/half relationships); parent/grandparent (includes step relationships); aunt/uncle; niece/nephew; first cousin; immediate in-law (i.e., mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law); or guardian (as defined by law).



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9. If the answer to question 7 or 8 is “yes”, what, if any, interaction do you have with the identified individual(s) because of your employment?

10. In addition to your employment with DHS, are you currently employed, in any way, by a service provider or other organization that contracts with DHS? If so, please explain.