

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

CONFLICTS OF INTERESTS

POLICY NO.	12.4	EFFECTIVE:	01/02/2024
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- A. Employees shall comply with the Virginia State and Local Government Conflict of Interests Act. An employee with questions concerning interpretation or the application of the Act shall contact the Office of the Commonwealth's Attorney or the employee may request, through his/her department head, an opinion from the County Administrator.
- B. Employees have an obligation to conduct business within the guidelines that prohibit actual or potential conflict of interests. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the County's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- C. Note that no "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to the County Administrator and/or Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
- D. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Madison County does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Madison County. Employees are cautioned to be aware of any perceived conflict that the General Public may observe - - whether or not such conflict exists.