

05 **Conflict of Interest**

REVISION 25
(07/01/13 - 09/30/13)

A case is considered a conflict of interest for an employee, contractor, volunteer, or temporary employee when one or both of the following occurs:

- The results of any [case involvement\(g\)](#) may affect their own personal, professional, or financial interest.
- Personal involvement indicates there may be favoritism, improper behavior, or fraud.

(See Example [Employee Unacceptable Behavior](#))

This conflict could occur when an employee, contractor, volunteer or temporary employee has interaction with a case that belongs to one or more of the following:

- Themselves
- Relative
- Roommate
- Neighbor
- Friend
- Business associate
- Co-worker or relative of a co-worker
- Significant other
- Parent of a common child
- A participant with whom the employee, contractor, volunteer, or temporary employee has or had a negative relationship

Employees, contractors, volunteers, or temporary employees must NOT have involvement with a case where there may be a conflict of interest. (See [handling special cases](#) for additional requirements.)

WARNING

All AZTECS and [OnBase\(g\)](#) inquiries are recorded. Actions that display on a case in which there may be a conflict of interest could be considered [suspicious or potentially fraudulent activity](#).

Employees, contractors, volunteers or temporary employees are not allowed to request information from co-workers regarding cases with which they have a conflict of interest. (See [special handling of employee cases](#) for additional information and restrictions.)

All employees, contractors, volunteers or temporary employees with access to cases are required to report any cases in which there may be a conflict of interest. (See [Conflict of Interest – Employee/ Contractor/ Volunteer/ Temporary Employee Reporting Responsibility](#) for additional information.)

The FAA office must discuss possible conflicts of interest with employees, contractors, volunteers or temporary employees on an annual basis. (See [Conflict of Interest – Supervisor Reporting Responsibility](#) for additional instructions.)

WARNING

Arizona Revised Statute §41-1959 makes the release of confidential information a Class 2 Misdemeanor. Disciplinary action will be taken when it is found that information regarding a CA, MA, or NA case has been misused or [inappropriately released](#). Disciplinary action may include suspension, dismissal, and prosecution.