

E Handling Special Cases - Other Nonrelative Conflict of Interest Cases

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

When a participant and an employee, contractor, volunteer or temporary employee spend time together outside of the office, the employee, contractor, volunteer or temporary employee must report this to their supervisor as a possible [conflict of interest](#).

This includes a participant who is or was one or more of the following:

- Roommate
- Neighbor
- Friend
- Business associate
- Co-worker
- Significant other
- Parent of a child in common

This also includes any participant with whom:

- The employee, contractor, volunteer or temporary employee has or had a negative relationship
- The employee, contractor, volunteer or temporary employee feels due to some personal reason that they cannot act impartially
- The employee, contractor, volunteer or temporary employee does not have an official business reason to interact with case

NOTE All of these relationships include current and former relationships.

EXCEPTION

When the employee, contractor, volunteer, or temporary employee is not well known to or familiar with the neighbor, friend, or business associate, discuss the situation with a Supervisor. The Supervisor will determine whether there is a conflict of interest and document the conversation and decision in the employee's, contractor's, volunteer's or temporary employee's file.

Employees, contractors, volunteers, or temporary employees must report cases belonging to these individuals to their Supervisor as there may be a conflict of interest. (See [Conflict of Interest Employee, Contractor, Volunteer or Temporary Employee Reporting Responsibility](#))

Employees, contractors, volunteers, or temporary employees must not have any [case involvement\(g\)](#) with the case of any participant where there may be a conflict of interest

WARNING

All AZTECS, [OnBase\(g\)](#), and HEAplus 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 a conflict of interest. (See [special handling of employee cases](#) for additional information and restrictions.)