

## 07 **Conflict of Interest**

**REVISION 19**  
(01/01/12 - 03/31/12)

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

- The results of any [case interaction\(g\)](#) 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 or contractor has interaction with a case that belongs to one or more of the following:

- Their own case
- Relative
- Roommate
- Neighbor
- Friend
- Business associate
- Co-worker or relative of a co-worker
- Significant other
- Parent of a common child
- In general, any participant where the employee cannot act impartially

Employees or contractors must NOT have any case interaction 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 or contractors are not allowed to request information from co-workers regarding cases with a conflict of interest unless the employee or contractor is a [representative](#) on the case. (See [special handling of employee cases](#) for additional information and restrictions.)

All employees and contractors 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 Reporting Responsibility](#) for additional information.)

The local office must discuss possible conflicts of interest with employees on an annual basis. (See [Conflict of Interest – Local Office 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.