



Georgia Department of Behavioral Health & Developmental Disabilities

Frank E. Shelp, M.D., M.P.H., Commissioner

Conflict of Interest Questionnaire

Instructions:

- All DBHDD employees are required to complete the attached questionnaire.
- Please print the completed form return it to human resources at your hospital or facility.

This questionnaire is to be completed by all DBHDD employees in order to determine whether a conflict of interest or the appearance of a conflict of interest exists as a result of possible relationships between themselves and other DBHDD employees as well as with employees of service providers contracting with DBHDD.

If the information on this questionnaire changes at ANY time during the employee's tenure with DBHDD, the employee is required to notify the Human Resources Department and complete a new questionnaire reflecting the changes.

DBHDD 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."

DBHDD 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.

Please answer the following questions completely and honestly.

1. What is your name and today's date?
2. What is the name and location of the DBHDD division or office you work for?

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3. What is your job title and role within your DBHDD unit?
4. Is your spouse or someone with whom you have an intimate¹ relationship an employee of DBHDD?

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

5. Are you related² to an employee of DBHDD?

If so, give their full name and 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 DBHDD?

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

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.

² DBHDD 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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8. Are you related to anyone who is an employee of a service provider that contracts with DBHDD?

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

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 DBHDD, are you currently employed in any way by a service provider or other organization that contracts with DBHDD? If so, please explain.