

CALVERT COUNTY ETHICS COMMISSION



As required by Maryland State Law, Calvert County has adopted a Code of Ethics. The purpose of the Code is to set standards of ethical behavior for most County officials and employees. Below is a short summary of the kind of situations where your personal interest and the County's interest could conflict. We want to avoid this. The summary also describes when you should not accept a gift from someone doing business with the County. Become familiar with the restrictions that apply to you. Ask ahead of time if you are not sure. Along with this summary you will be given a financial disclosure form. Because of the job duties of your position, you may not be required to complete this every year but it will give you a good idea about what situations should concern you.

Summary

The Conflicts of Interest and Gift Provisions of the Calvert County Ethics Code Apply to Covered¹ Calvert County Elected Officials, Appointed Officials, And Employees.

It does not matter what your position is or whether you are serving as a volunteer. Read and become familiar with the following provisions. Violating them may result in disciplinary action or termination. There are also Financial Disclosure provisions that apply to all elected and appointed officials and most employees. If you have any questions, please contact the Calvert County Ethics Commission by e-mail [to CalvertEthics@gmail.com](mailto:CalvertEthics@gmail.com) or by writing to the Calvert County Ethics Commission, Post Office Box 1104, Prince Frederick, MD 20678. Additionally, the Calvert County Ethics Code may be viewed, copied and printed at: <http://www.co.cal.md.us/index.aspx?nid=1386>. Following are highlights from the Ethic Code:

1. An elected official, appointed official, or employee, in his or her position with the County may not participate in a matter with an entity in which he or she or a qualified relative has an interest. County capacity, may not participate in a matter in which he or she, certain qualified relatives or entities in which he or she has an interest. A "Qualified Relative" is defined as:
 - a. Employee's spouse, parent, child, grandparent, grandchild, brother, sister, spouse of brother or sister, or child's spouse;
 - b. Employee's spouse's parent, child, grandparent, grandchild, brother, or sister;
 - c. Step relationships and legal adoptions are included in the above definitions.Interest is defined to mean any financial, business or economic interest however owned.
2. An elected official, appointed official, or employee may not participate in a matter involving a business entity in which he or she or certain qualified relatives (see above) may have employment, prospective employment, contractual or creditor relationship.
3. An elected official, appointed official, or employee, with some exceptions, may not supervise a qualified relative.
4. An elected official, appointed official, or employee may not have financial interests in or be employed by an entity subject to the authority of the department with which he or she is affiliated. Employment includes being a member of a private board of directors having a relationship with the employee's department, even if there is no compensation paid to the employee for participation on the board of directors.

¹ See Ethics Commission's website for more detailed information on coverage. Some officials and employees are covered by other Ethics Codes such as the Board of Education and Sheriff's Office.

5. An elected official, appointed official, or employee may not have a financial interest in, or be employed by, an entity having or negotiating a contract with the department with which the employee is affiliated. Employment includes membership on a private board of directors having such a relationship, even if there is no compensation for membership on the board of directors.
6. An elected official, appointed official, or employee may not hold any other employment relationship that would impair the employee's impartiality and independence of judgment.
7. An elected official, appointed official, or employee may not intentionally use the prestige of the employee's office for his or her own private gain or that of another.
8. An elected official, appointed official, or employee whose duties include matters substantial relating to the subject matter of any contract with the County while a County elected official, appointed official, or employee, may not become an employee of the party contracting with the County.
9. An elected official, appointed official, or employee may not assist or represent any party for contingent compensation in any matter involving any County department or agency.
10. A former County elected official, appointed official, or employee may not assist or represent any one, for compensation, other than the County in a case, contract, or other specific matter involving the County, if that matter is one in which the employee significantly participated as a County elected official, appointed official, or employee.
11. A County elected official, appointed official, or employee may not solicit any gifts, and may not knowingly accept any gift, directly or indirectly, from any person, whom the County elected official, appointed official, or employee, knows or has reason to know:
 - a. is doing or seeking to do business of any kind with the elected official, appointed official, or employee's department or agency;
 - b. is engaged in activities that are regulated or controlled by the elected official, appointed official, or employee's department or agency;
 - c. has financial interests that may be substantially affected by the performance of a County elected official, appointed official, or employee; or
 - d. is a lobbyist with respect to the matters within the elected official, appointed official, or employee's functional jurisdiction.
12. A County elected official, appointed official, or employee may not disclose or use for the employee's own economic benefit, or that of another, confidential information acquired by reason of the elected official, appointed official, or employee's public position.
13. Persons or entities that assist the County in the preparation of procurement specifications may not be employed by or assist a bidder in that procurement.

I have read and understand this document regarding the Calvert County Ethics Code, and I agree to abide by the provisions of the Code. I understand that this is a general summary only and should not be relied upon as a substitute for the Code itself and more specific information is available on the Calvert County Ethics Commission's web site.

Date

Signature of Elected Official; Appointed Official; or Employee

Print Name

Name of Board/Committee/Commission