



1. Each DCS employee shall avoid any action, whether or not specifically prohibited by statute or regulation, which might result in or create the appearance of:
  - a) Using public office for private gain;
  - b) Giving preferential treatment to any person;
  - c) Impeding government efficiency or economy;
  - d) Losing complete independence or impartiality;
  - e) Making a government decision outside of official channels; or
  - f) Affecting adversely the confidence of the public in the integrity of the government.
2. Use of Information  
Each DCS employee shall not, directly or indirectly:
  - a) Use, disclose, or allow the use of official information which was obtained through or in connection with his or her position and which has not been made available to the general public for the purpose of furthering the private interest or personal profit of any person, including the employee; or
  - b) Engage in a financial transaction as a result of, or primarily relying upon, information obtained through his or her position.
3. Use of Government Property  
No DCS employee shall make use of the facilities, equipment, personnel, or supplies of the State or its agencies for private use or gain. The use of government property shall be utilized only to the extent required in the execution of their duties as a state employee.
4. The employee will avoid all known conflicts of interest, and to the extent he or she becomes aware of a conflict of interest in connection with any matter, he or she will disclose such conflict to the appropriate supervisor.
5. While serving as a DCS employee, he or she will **not** participate in considerations or actions involving individuals in the employee's immediate family (relatives) or, individuals employed by the employee's family, or the employee's organization, services provided by the employee, or any other matter in which the employee's participation may create an appearance of bias or impropriety.
6. Questions on Interpretation of This Statement  
When an employee is in doubt as to the proper interpretation of this conflict of interest statement, he or she is expected to seek the advice of the Ethics Compliance Officer for the Department of Children's Services.

Explanation of potential conflict of interest:


Employee's Name

Employee's Signature

Edison Employee ID No.

Date



Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

Distribution: Copies: Original Employee File

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