

HOWARD COUNTY ETHICS COMMISSION
3430 Courthouse Drive
Ellicott City, Maryland 21043

EMPLOYEE ACKNOWLEDGEMENT

The Howard County Ethics provisions set forth in Howard County Code 22.200, along with County Charter Section 901, applies to all County Employees, including part-time and contingent employees, and volunteers. You should read and become familiar with the following provisions that govern the behavior of all County employees as a violation of any of these principles may result in disciplinary action that could result in termination from County employment.

1. An employee, in his or her County employment capacity, may not 1) participate in a matter in which he/she has an interest; 2) participate in a matter in which certain relatives (spouse, father, mother, sister, brother, or child) has an interest; or 3) participate in an entity in which he/she has an interest. Interest is defined to mean any legal or equitable economic interest however owned.
2. An employee may not participate in a matter involving a business entity in which he or she or certain relatives (spouse, father, mother, sister, brother, or child) may have employment, prospective employment, contractual or creditor relationships.
3. An employee may not have financial interests in or, be employed by an entity subject to the authority of the agency with which he or she is affiliated, or with an entity having or negotiating a contract with the agency with which the employee is affiliated. Employment includes being a member of a private board of directors having a relationship with the employee's agency, even if there is no compensation paid to the employee for participation on the board of directors.
4. An employee may not engage in any secondary employment that would impair the employee's impartiality and independence of judgment. I understand that it is my responsibility to discuss all secondary employment with my supervisor or department director in accordance with the Howard County Policy and Procedure Manual.
5. An employee may not intentionally use the prestige of the employee's office for his or her own private gain or that of another.
6. I understand that there are post-employment provisions in the Code. If I leave employment with the County, I understand that I may not assist or represent any party other than the County for compensation in a case, contract, or other specific matter involving the County if that matter is one in which I significantly participated as an employee.
7. I understand that except in a judicial or quasi-judicial proceeding, I may not assist or represent a party for contingent compensation in any matter before or involving the County.
8. 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.

9. A County employee may not solicit any gifts, and may not knowingly accept any gift, directly or indirectly, from any person, whom the County employee, knows or has reason to know:

- a. is doing or seeking to do business of any kind with the employee's agency;
- b. is engaged in activities that are regulated or controlled by the employee's agency;
- c. has financial interests that may be substantially affected in a specific way by the employee; or
- d. is a lobbyist with respect to matters within the jurisdiction of the employee.

10. A County employee may not disclose or use for the employee's own economic benefit, or that of another, confidential information acquired by reason of the employee's public position.

11. I understand that my supervisor or department director may require me to file a Financial Disclosure Statement. The deadline for filing a financial disclosure statement is April 30th of each year. I understand that I can be subject to sanctions for failure to file a financial disclosure statement if I am required to do so.

I have read and understand this acknowledgement summarizing the Howard County Public Ethics Law, and I have had an opportunity to review the relevant provisions. The entire Code and Charter provisions can be reviewed at www.municode.com or on Howard County's website, www.howardcountymd.gov under the link for the Ethics Commissions.

I further understand that the Howard County Ethics Commission, a five member panel appointed by the Executive with the concurrence of the County Council, is the advisory body responsible for interpreting the Public Ethics Law and advising employees regarding its application. I have a personal responsibility to abide by the Public Ethics Law and I agree to seek guidance from the Commission if necessary.

Signature of Employee

Date

Printed Employee Name

Employee's Department (Print Clearly)

cc: Personnel File

(Rev. 2/14/12)