

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: **BUSINESS ETHICS-CONFLICT OF INTEREST**

ANNUAL REVIEW MONTH: September

RESPONSIBLE FOR REVIEW: CSH Compliance Officer

LAST REVISION DATE: March 2008

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Being an employee of Central State Hospital is a position of public trust that requires certain obligations related to treatment of other individuals and promotion of the Hospital's interests. Any effort to achieve personal gain through employment, other than the compensation or benefits provided by the Hospital, is a violation of our public trust. All decisions of employees are to be made solely on the basis of promoting the best interests of the Hospital.

This Policy summarizes the general ethical principles of the Hospital with which every employee is expected to comply. Each employee should become familiar with the Hospital's Administration, Fiscal Management, Human Resources, Information Management, Patient Care and Assessment, Patient Rights and Ethics, and Safety and Emergency policies.

Each employee is expected to abide by the following general principles:

- a) Serve the public, and treat all persons employed by or associated with the Hospital with respect, concern, courtesy, and responsiveness.
- b) Support equal treatment of all patients, employees and other persons associated with the Hospital, or obtaining or providing services to the Hospital, without regard to race, gender, color, age, religion, national origin, veterans status, marital status, sexual orientation, or individual disabilities.
- c) Avoid actual or potential conflicts of interest including the appearance of a conflict of interest, except as allowed by this policy or other policies of the hospital. Promptly report to his/her supervisor any situation in which an employee reasonably feels that he/she may be or may become involved in a conflict of interest, whether or not such situation is specifically described in this policy.

- d) Recognize that personal gains from employment or service to the Hospital are limited to respect, recognition, salary, and normal employee benefits.
- e) Demonstrate the highest standards of personal integrity in all actions related to or affecting the business of the Hospital.
- f) Not use his/her relationship with the Hospital to bestow any benefit on anyone related to the person by family, business, or social relationship.
- g) Not disclose or use or allow others to use confidential information obtained from his/her relationship with the Hospital for private gain or private purposes.
- h) Not accept any fee, compensation, gift, payment of expense, or any other thing of monetary value except as authorized by policies of the Hospital.
- i) Not engage in outside employment except as authorized by policies of the Hospital. No employee shall hold a public office or employment which is incompatible with his/her job duties and obligations.
- j) Not use Hospital time, property, equipment, supplies, or support services for private gain, or private purposes, except such limited use as authorized by policies of the Hospital.

#### **DISCLOSURE OF CONFLICTS OF INTEREST**

Any employee who becomes aware of an actual or potential conflict of interest, and who has occasion to participate in a recommendation or decision which may involve such conflict of interest, shall make full disclosure of the conflict or potential conflict. This disclosure shall be a memorandum of disclosure, a letter to the person's supervisor, or in some other appropriate written record. Each employee shall be careful to identify any conflict of interest.

If the hospital becomes aware of a conflict of interest or potential conflict of interest, each occurrence will be handled on a case by case basis by the supervisor in consultation with Human Resources.

**Approved:**

**This policy was approved by the CEO and CMO in April 2008.**