

The County shall pay the full, pre-approved registration fee for employees representing the County with the following exception: if the registration fee has different rates for members and non-members, the County will pay the lesser rate and the staff member will pay the difference.

Whenever a County vehicle is unavailable and an employee is authorized to use his personal vehicle for the purpose of official business, the employee will be reimbursed at the current rate as published by the Internal Revenue Service as of July 1 annually.

Telephone charges will be permitted expenses when incurred in the conduct of official business. The County shall also reimburse the employee for pre-approved registration fees and, upon presentation of receipts, reimbursement for parking fees, tips, copying fees, or other necessary fees.

Ethics

Employees are expected to represent the County in a positive and ethical manner at all times and have an obligation both to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the County Administrator. Violation of this policy may result in disciplinary action up to and including termination.

It is the policy of the County to prohibit its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interest of the County, its residents, or its suppliers. Employees are also expected to adhere to the provisions of the South Carolina Ethics Act. Since it is impossible to describe all of the situations which may cause or give the appearance of a conflict of interest, the following prohibitions included in this policy are not intended to be exhaustive and only include some of the more clear-cut examples:

- County employees are prohibited from having a direct financial interest in any contract with the County or to be directly financially interested in the sale to the County of any material, supplies, equipment, or services.
- County employees may not sell or barter anything to the County, or make any contract with the County, or purchase anything from the County other than those things which the County offers generally to the public and then only on the same terms as are offered to the public.
- County employees are prohibited from engaging in financial transactions with the County where the employee may have direct or indirect access to information regarding the

transaction, including but not limited to sales of surplus property or sales of delinquent real property.

- No employee may engage in any business or transaction, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the employee's official duties in the public interest or would tend to impair employee's independence of judgment or action in the performance of official duties.
- County employees may not accept gifts of value, whether in the form of service, loan, promise, or any other form from any person who, to employee's knowledge, is interested directly or indirectly, in any matter whatsoever in business dealings with the County;
- Employees may not use or disclose Confidential Information (as that phrase is defined in Public Service Expectations policy), especially when use or disclosure would serve to advance the financial or other private interest of employee or others.
- County employees are prohibited from engaging in or accepting private employment or rendering service for private interest when such employment or service is incompatible with the proper discharge of employee's official duties.
- County employees may not request or permit the use of County-owned property for any purpose except the conduct of official business, unless specifically authorized by the County Administrator.
- Failure of an employee to timely file a statement of economic interests if required to do so by the South Carolina Ethics Act. The Act requires a statement of economic interests to be filed by the County Administrator, the Finance Divisional Director, Purchasing Director, Library Director, Economic Development Director, and Procurement Director no later than April 15th of each year.
- Failure of an employee to act in accordance with the South Carolina Ethics Act which requires an employee to remove himself from possible conflict of interest actions or decisions. Business dealings with a governmental agency can take place only after:
 - Public disclosure of the possible conflict of interest; and
 - Public notice and competitive bidding when that is the normal contract award process; and
 - Complete removal of the interested employee from the agency's decision-making process.