



Administrative Policies
And Procedures
Tennessee Supreme Court
Administrative Office of the Courts

Index #: 2.01 | Page 1 of 3

Effective Date: 11/01/01

Supersedes:

Approved by: Chief Justice Frank F. Drowota, III and Cornelia A. Clark, Director

Subject: Conflict of Interest

- I. Authority: T.C.A. §16-8-803
- II. Purpose: To establish guidelines for avoidance of conflict of interest for employees of the Judicial System for the State of Tennessee.
- III. Application: All employees of the Judicial System.
- IV. Definitions:
 - A. Employee: Any person whether in a full or part time status who is included on the payroll register for the Judiciary.
 - B. Conflict of Interest: Any action which might result in or create the appearance of using public office for private gain; giving preferential treatment to any person; or knowingly engaging in criminal or dishonest conduct.
- V. Policy: Employees shall avoid any action, which might result in or create the appearance of a conflict of interest.
- VI. Procedures:
 - A. An employee should not for personal benefit solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, unusual discount, or any other thing of monetary value except usual social and business courtesies (e.g. meals, samples) from a person whom the employee knows or has reason to believe is seeking to obtain, or currently has, a contractual or other business, financial, or legal relation with the Judicial Branch.
 - B. An employee should not engage in any outside employment or other activity not compatible with the full and proper discharge of the duties and responsibilities of governmental employment

whether on his/her own behalf or for private individuals, firms, companies, institutions, federal or local governments.

- C. An employee shall not have financial interests that conflict with his/her responsibilities and duties as an employee of the Judicial System for the State of Tennessee.
- D. An employee should not use his/her official position, including AOC purchasing procedures and privileges, to make purchase of materials or property for personal use.
- E. All non-judicial employees shall complete the "Employee Disclosure of Personal Interest" form. The completed form will be maintained in the employee's personnel file. All judges shall complete the forms required by T.C.A. 8-50-501 and Canon 4(H), Tennessee Supreme Court Rule 10, Code of Judicial Conduct. The completed form will be maintained in the employee's personnel file.
- F. If an employee's status changes at any time following the signing of the disclosure form, it will be the responsibility of the employee to report the change and file an updated form.

**TENNESSEE SUPREME COURT
EMPLOYEE DISCLOSURE OF PERSONAL INTEREST**

As a current employee of the Judicial Branch, I hereby affirm that I have read and understand the attached Administrative Directive 2.01, "Conflict of Interest Policy." By signing this affirmation and entering "None" in the space provided, I am denying the existence of any conflicts of interest as outlined in the policy. If conflicts exist, I have revealed their nature in the space provided. Should conflicts arise in the future, I will immediately notify my supervisor.

Employee's signature_____

Print name here_____

Date_____

Conflict_____

