

## Instructions for Filing a Disclosure of Conflict of Interest Statement

From time-to-time, city officers and employees may have a conflict of interest between their official duties and a private interest. There are simple, useful remedies to most conflicts of interest. The Honolulu Ethics Commission has prepared a disclosure statement to aid you in reporting and resolving conflicts of interest.

Each officer and employee, including department and agency heads and board and commission members, must report in writing any conflict of interest to his or her appointing authority, as well as to the Ethics Commission, as mandated by § 11-103, Revised Charter of Honolulu (RCH). RCH § 11-103 states in relevant part:

**Disclosure of Interest** - Any elected or appointed officer or employee who possesses or acquires such interests as might reasonably tend to create a conflict with the public interest shall make full disclosure in writing to such person's appointing authority. . . and to the ethics commission, at any time such conflict becomes apparent. Such disclosure statements shall be made a matter of public record and be filed with the city clerk.

The purpose of the laws prohibiting conflicts of interest is to prevent a public official from placing himself or herself in a position of conflict, even if the official would not take advantage of the conflict. Prevention ensures the internal integrity of the administration of government, fosters public trust in government and protects you from allegations of misconduct.

A conflict of interest occurs when your public duties or responsibilities may conflict with a business financial or personal interest. Conflicts of interest may include, but are not limited to, situations where:

1. You work for a person or a firm that does business with the agency, board or commission where you have official duties;
2. You participate in decision making or take any action as a City officer or employee that may benefit:
  - a. You;
  - b. Your spouse;
  - c. Your dependent children;
  - d. Anyone with whom you have a business, financial or close personal relationship; or
  - e. Anyone from whom you have received a gift that a reasonable person could conclude was intended to influence or reward you in doing your job;
3. Communicate with a City agency on behalf of a private person or business;
4. Use confidential City information for a non-City purpose or disclose it to a private person or business;
5. Accept anything from anyone other than the City for doing your job;
6. Enter into a business or financial relationship with a City officer or employee with whom you work;
7. Act as a lawyer or consultant against the City's interest in any legal matter; or
8. Discuss possible future employment with a person or business you deal with in your City job.

Should circumstances raise any of these issues, you must immediately file a written disclosure.

If you are a cabinet member or a member of a board and commission, the Mayor is your appointing authority. For most other officers and employees, your department head is the appointing authority.

If a conflict of interest is determined, the Ethics Commission and/or your appointing authority will work with you to remedy the conflict. For example, the Ethics Commission may recommend that you remove yourself from any discussion or action on the issue raising the conflict and delegate the issue to another qualified person in your agency.

Should you want more information about these issues, contact the Ethics Commission at 768-7787 or [ethics@honolulu.gov](mailto:ethics@honolulu.gov). The Ethics Commission appreciates your commitment to fostering trust in government.

**DISCLOSURE OF CONFLICT OF INTEREST STATEMENT**

TO: ETHICS COMMISSION

FROM:

\_\_\_\_\_

Name

\_\_\_\_\_

Position

\_\_\_\_\_

Agency, Board or Commission

\_\_\_\_\_

Telephone

**OFFICER, EMPLOYEE OR MEMBER OF BOARD OR COMMISSION COMPLETES**

1. §11-103, Revised Charter of Honolulu, requires an elected or appointed officer or employee to disclose in writing any interest he or she possesses or acquires that might reasonably tend to create a conflict with the public interest. Please be advised that I have the following business, financial or personal interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I have the following duties or responsibilities to the City that are related to the above interest:

\_\_\_\_\_  
\_\_\_\_\_

3. The following matter is before this agency, board or commission and is related to the above interest:

\_\_\_\_\_  
\_\_\_\_\_

4. a. A decision on this matter will take place, or took place, on \_\_\_\_\_.

b. I participated, or plan to participate, in the decision making process on this matter. \_\_\_\_\_

I did/will not participate in the decision making process on this matter. \_\_\_\_\_

5. I request advice from the Ethics Commission regarding this matter. \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**ETHICS COMMISSION COMPLETES**

\_\_\_ 1. The facts disclosed do not indicate a conflict of interest exists.

\_\_\_ 2. The facts disclosed indicate a conflict of interest exists because:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ 3. The Ethics Commission recommends:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

For Ethics Commission

cc: Appointing Authority  
City Clerk