**8.2.13.2 Appearance of Conflicts of Interest**

An employee shall make every reasonable effort to avoid even the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person will conclude from the circumstances that the employee’s ability to protect the public interest, or perform public duties, is compromised by personal interest. An appearance of conflict can exist even in the absence of a legal conflict of interest.

Employees are referred to State Conflict of Interest Statutes O.C.G.A. §45-10-20 through §45-10-70, Section 8.2.15.1 through 8.2.15.3 of this Policy Manual, and institutional policies governing professional and outside activities.

**8.2.13.3 Other Rules of Conduct**

Every employee shall make a due and diligent effort to determine whether he/she has a conflict of interest or appearance of conflict before taking any action.

Every employee shall continually monitor, evaluate, and manage his/her personal financial and professional affairs to ensure the absence of conflicts of interest and appearance of conflicts.

**8.2.13.4 Violations**

A violation of this policy may subject an employee to disciplinary action, including termination of employment.