

Revised February 15, 2017

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 8

SUBJECT: Conflicts of Interest

EFFECTIVE DATE: January 1, 1977

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. POLICY STATEMENT

It is the responsibility of all employees of the Louisiana Department of Transportation and Development (DOTD) to refrain from any activity which may cast even the slightest suspicion on or bring possible discredit to the Department. All public employees are subject to the conflicts of interest provisions contained in the Code of Governmental Ethics, as interpreted by the Louisiana Board of Ethics.

2. SUBMISSION OF ETHICAL REQUESTS

Employees must notify and provide a copy of potential ethical issues or requests for opinions to the Human Resources Attorney or the DOTD Ethics Liaison.

3. PROHIBITED ACTIVITIES

Unless prior approval for the following items is granted by the Louisiana Board of Ethics, employees may be subject to disciplinary action, up to and including termination, if determined to be in violation of these provisions. The following activities are therefore generally prohibited:

- A. Employees who are authorized in their official capacity to negotiate, to make, to accept, to approve, or to take part in negotiating, making, accepting, or approving any contract or sub-contract in connection with a project will not have, directly or indirectly, any financial or other personal interest in any such contract or sub-contract.
- B. Persons performing services for the Department in connection with a project will not have, directly or indirectly, a financial or other personal interest, other than his employment or retention by the Department, in any contract or sub-contract in connection with that project.
- C. The duty of an employee to the Department will supersede any private contractual obligation of the employee to any third parties; no employee will incur any contractual obligation which could interfere with or influence the performance of his duties with the Department.

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- D. Employees will not, directly or indirectly, accept, receive, seek, or solicit anything of value as a gift, loan, gratuity, or favor from any person or firm, or any officer, employee, or agent thereof, if such employee knows or reasonably should know that such person has or is seeking to obtain contractual or other business or financial relationships with the Department, or who has interests which may be substantially affected by such employee's performance or non-performance of official duty. This may include, but is not limited to, tickets to events such as sporting events or contests, entry into an event sponsored by a prohibited source, or receipt of funds or sponsorship for charitable donations for an employee's business.
- E. No DOTD employee or a member of his immediate family or legal entity in which employee has a controlling interest shall submit a bid for State-owned buildings, equipment, materials, supplies, or anything offered for sale by the Department that is under the supervision or jurisdiction of the agency of such employee. Additionally, employees will not request another person, not employed by the Department, to act as their proxy in submitting bids.
- F. No employee of the Department will act as an assistant or employee of a contractor doing work for the Department, nor will he act as an advisor or perform other duties of the work for pay or otherwise, when the work is under the supervision or jurisdiction of the agency of such employee.
- G. No employee may receive any thing of economic value as defined by the Louisiana Board of Ethics for any service which is substantially related to the duties and responsibilities, programs, or operations of the agency and in which the employee participated or substantially draws upon official data or ideas of the agency which have not been made a part of public information.
- H. Any attempt by an employee to train himself in a skill or trade or to train himself in the skilled operation of machinery by doing part-time free work for a contractor on the job will be considered a violation of this memorandum.
- I. No employee may hold at the same time another job in any of the branches of state government, in the government of the United States, or of a political subdivision thereof.

4. ENFORCEMENT

Violation of the provisions set forth in the Code of Governmental Ethics may subject that individual to disciplinary action by the Louisiana Board of Ethics. As it pertains to DOTD specifically, this policy will be strictly enforced. Any employee determined to be in violation of this policy may be subject to disciplinary action, including and up to dismissal.

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5. FURTHER INFORMATION

Any questions regarding this policy or conflicts of interest should be referred to the DOTD Human Resources Attorney, the Headquarters Human Resources Section, or the DOTD Ethics Liaison.

A handwritten signature in blue ink, appearing to read 'Shawn D. Wilson', with a stylized flourish at the end.

Shawn D. Wilson, Ph.D.  
Secretary