

HIDDEN INTERESTS

What are the red flags?

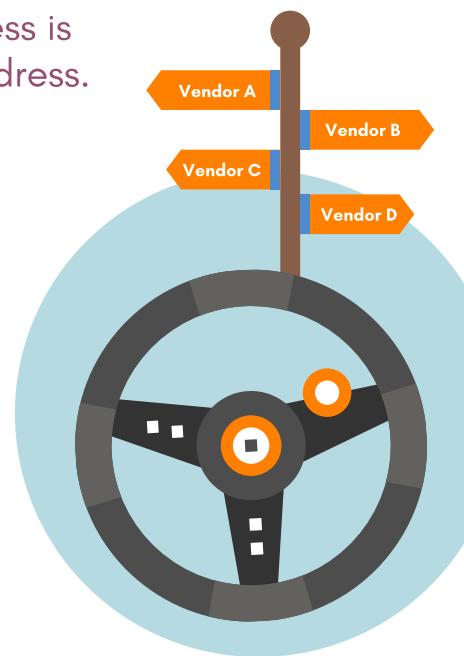


Hidden interests are difficult to uncover because they can be disguised in trusts or other business entities, or even be based on undocumented verbal agreements. This ethical breach happens when government officers or employees use their influence over the bidding or procurement processes for personal gain, usually to the employer's detriment.



SUSPICIOUS CONTACT DETAILS

Investigate instances where a supplier, contractor, or grant recipient's address is the same as an employee's home address.



USE OF INFLUENCE

Flag any instance where an official uses their influence to steer contracts toward certain suppliers, contractors, and/or grant recipients.



PRESSURING STAFF

Be on alert for an official who pressures City staff to select a particular supplier, contractor, or grant recipient.

UNDISCLOSED INFORMATION

Look out for any official who has secondary employment or an undisclosed side business.



TIPS FOR PREVENTING HIDDEN INTERESTS

- Review suppliers, contractors, and/or grant recipients for matches with employee or employee beneficiary addresses.
- Run background checks on suppliers, contractors, and/or grant recipients to: verify information in a bid or proposal; confirm the organization's existence; identify its owners/officers; and verify the professional credentials of the organization's key personnel.
- Regularly remind employees of their responsibility to disclose outside interests and secondary employment to department management.

Visit www.sfgov.org/whistleblower to see how to file a report.

