**SECTION:** **EMPLOYEE CONDUCT AND ETHICS**

**POLICY:** Conflict of Interest **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to promote transparency, accountability, and integrity in decision-making by identifying and managing actual, potential, or perceived conflicts of interest in the city. This ensures that employees and officials act in the best interest of the organization and maintain public trust.

**DEFINTIONS:**

1. Conflict of Interest: A situation in which an individual’s personal, financial, or other private interests interfere with, or appear to interfere with, the impartial performance of their official duties or responsibilities.
2. Personal Interest: Any interest that provides a financial or other tangible benefit to the individual, their family members, or close associates.
3. Family Member: Includes a spouse, domestic partner, parent, child, sibling, or any person residing in the same household.
4. Perceived Conflict: A situation where a reasonable person could believe that an individual’s judgment is likely to be compromised, even if no actual conflict exists, either intentionally or unintentionally.

**APPLICABILITY:**

This policy applies to all city employees, officials, board and commission members, contractors, and volunteers acting on behalf of the organization, regardless of employment status or rank.

**POLICY:**

All covered individuals must avoid situations where personal interests could conflict, or appear to conflict, with the interests of the city. Employees and officials must not use their position for personal gain or to benefit family members or associates. Transparency and prompt disclosure are essential to the proper management of conflicts.

**PROCEDURES:**

1. Disclosure Requirement
   1. Individuals must disclose any actual, potential, or perceived conflict of interest as soon as it arises.
   2. Disclosure must be made in writing to the appropriate supervisor, department head, or ethics officer, as applicable.
2. Review and Determination
   1. Upon disclosure, the appropriate authority will assess the situation and determine if a conflict exists.
   2. If a conflict is confirmed, the individual may be required to recuse themselves from related decisions, relinquish certain duties, or take other steps to resolve the conflict.
3. Documentation: All disclosures and determinations shall be documented and retained in the individual’s personnel or administrative file.
4. Enforcement
   1. Failure to disclose a conflict of interest may result in disciplinary action, up to and including termination or removal from official duties.
   2. The organization reserves the right to investigate any suspected conflicts and take appropriate corrective measures.
5. Annual Certification: Employees in key decision-making roles may be required to complete an annual conflict of interest disclosure form to ensure ongoing compliance.