

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

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Prepared By: Human Resources

Approved By:

Harry Tyson
Deputy City Manager

1.0 Purpose

To protect the City of Wilson's interest when any of its employees are contemplating entering into a transaction or arrangement that might benefit or be perceived as benefitting the private interest of one of its employees or engage in any other activity or conduct that might pose an actual or perceived conflict of interest.

2.0 Policy

Employees and others acting on the City of Wilson's behalf must be free from actual and perceived conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the city in conducting city business activities and assignments. The city recognizes that employees may take part in legitimate financial, business, charitable and other activities outside their city position, but any potential conflict of interest raised by those activities must be disclosed promptly to direct management and a copy of such to Human Resources.

3.0 Scope

This policy shall apply to all City of Wilson employees.

4.0 Definitions

4.1 A conflict of interest refers to a situation in which private interests or personal considerations may affect or be perceived as affecting an employee's judgment in acting in the best interest of the City of Wilson. It includes using or being perceived as using an employee's position, confidential information or corporate time, material or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when such actual or perceived interest benefits any member of the employee's family, friends or business associates.

4.2 Financial Interest. A financial interest is any interest, including loans, which shall yield directly or indirectly, a monetary or other material benefit to a city employee.

5.0 Rules/Procedures

5.1 City employees shall not engage in any business or financial transaction or have a personal interest, direct or indirect, which is or could be perceived as being incompatible with the proper discharge of official duties in the public interest or that would tend to impair or be perceived as impairing their independence of judgment or action in the performance of their official duties. Personal interest includes an interest arising from blood or marriage relationship, or close business or political association, or close friendship. In such instance, they shall disclose to their department head and Human Resources by memo or by other appropriate document, such involvement, or disqualify themselves from acting in an official capacity on the matter, or both.

5.2 Incompatible Employment. City employees shall not engage in or accept private employment or render services for private interest when such employment or service is or would be perceived as being incompatible with the proper discharge of their official duties or would tend to impair or be perceived as impairing their independence of judgment or action in the performance of their official duties.

5.3 City employees shall not, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City, nor shall they use such information to advance the financial or other private interest of themselves or others.

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6.0 Sanctions for Policy Violations

6.1 Violation of this policy by any city employee may result in disciplinary action, up to and including termination.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and agree to follow the Conflict of Interest Policy as set forth herein.

Signature

Date

Printed Name

Adopted this _____ day of _____, 2016.