

## **CITY OF MARION CONFLICT OF INTEREST POLICY**

### **Conflict of Interest Defined:**

A conflict of interest is defined as an actual or perceived interest by a (staff member/City Council Member) in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. A conflict of interest occurs when an employee/Council member has a direct or fiduciary interest in another relationship. A conflict of interest could include:

- Ownership with a member of the City Council or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Employment of or by a member of the City Council or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Contractual relationship with a member of the City Council or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Creditor or debtor to a member of the City Council or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Consultative or consumer relationship with a member of the City Council or an employee where one or the other has supervisory authority over the other or with a client who receives services.

The definition of conflict or interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the organization or group. An example, for instance, might involve a person who is an employee and a Council member, or a person who is an employee and who hires family members as consultants.

### **Employee Responsibilities:**

It is in the best interest of the City, individual staff, and Council members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict or interest.

Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. This organization serves the community as a whole rather than only serving a special interest group.

The appearance of a conflict of interest can cause embarrassment to the organization and jeopardize the credibility of the organization. Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to an employee's supervisor immediately.

Employees are to maintain independence and objectivity with clients, the community, and organization. Employees are called to maintain a sense of fairness, civility, ethics and personal integrity even though law, regulation, or custom does not require them.

**Acceptance of Gifts:**

Employees, members of employee's immediate family, and members of the City Council are prohibited from accepting gifts, money or gratuities from the following:

- a. Persons receiving benefits or services from the organization;
- b. Any person or organization performing or seeking to perform services under contract with the organization; and
- c. Persons who are otherwise in a position to benefit from the action of any employee of the organization.

Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If the employee is acting in any official capacity, honoraria received by an employee in connection with activities relating to employment with the City are to be paid to the City.

Adopted by the Marion City Council this the 5<sup>th</sup> day of September, 2006.

**Policy Number: P-06-09-05-1**