

CITY OF GRISWOLD

General Policy/Procedure

Conflict of Interest

ADOPTION DATE: October 10, 2011

RESOLUTION NUMBER: 7-2012

REVIEW PERIOD: This policy is to be reviewed every three years or as needed.

STATEMENT OF POLICY

It is the policy of the City of Griswold that elected officials, commission members, board members, committee members, employees and professional consultants ("City Officials") shall not use their official position or the knowledge gained therein in such a manner that a conflict would develop between the City's interest and their personal affairs. These individuals shall avoid any conflicts between their personal and outside interests and the interests of the City and shall avoid any conduct which might adversely affect or appear to affect the exercise of their official judgment.

APPLICABILITY

This policy applies to city officials of the City of Griswold.

DEFINITIONS

None.

POLICY AND PROCEDURE

Personal Financial Interests

All City Officials should avoid participating financially, directly or indirectly, in any business enterprise which might influence or be thought to influence their official decisions or actions. In determining whether particular outside employment or activity creates an unacceptable conflict of interest, the official should follow these guidelines:

- a. The outside employment should not involve the City's time, facilities, equipment or supplies or the use of the City's badge, uniform, business card or other evidences of office or employment. This prohibition does not extend to off duty police officers who provide authorized private duty security.
- b. The outside employment should not involve the receipt of compensation or other consideration by an individual for performing his/her regular duties for the City.
- c. The outside employment should not be subject to the official control, inspection, review, audit, or enforcement authority of the individual during the performance of his/her regular duties for the City.

Gratuities

All City Officials, and the members of their immediate families, should avoid accepting any payments, gifts, favors, special discounts, or other benefits of value from any party doing business with the City, seeking to do business with the City, acting as a lobbyist or involved in a regulatory or policy matter in front of an official body of the City, except as allowed under the Gift Policy.

Outside Affiliations

No City Official shall hold a position with any other business enterprise or governmental body which would conflict with or reasonably might conflict with the proper performance of his or her civic duties or responsibilities or which might tend to influence his or her impartial judgment with respect to dealings between the City and such other business enterprise or governmental body.

Employee Practices

A City Official shall not use any property which belongs to the City of Urbandale for any private purpose nor shall any City Official perform any non-employment related duties while on City time.

A City Official shall not have interest, direct or indirect, in any contract or job of work or material or the profits thereof of services to be furnished or performed for the City unless he or she meets one of the exceptions as delineated in Code Section 362.5 of the Iowa Code. A contract entered into in violation of this section is void.

No City Official will allow nor be involved in making purchases for any employees or individuals for their personal use.

No City Official shall lease any property to the City.

No City Official shall endorse commercial products by agreeing to use his/her photograph, endorsement or quotation in paid or other commercial advertisements, whether or not for compensation.

Any City Official making an unreasonable purchase or one otherwise outside of the normal purchasing procedures may, at the direction of the City Manager, be held personally liable for payment of the expenditure.

Any City Official found guilty of violating any of the above provisions will be subject to disciplinary action which may include termination.

Disclosure

If at any time a commission member, a board member or any employee of the City or member of their immediate family finds that he or she has or is considering the assumption of a financial interest or outside relationship which reasonably might involve a conflict of interest with the City, it shall be his or her duty to make timely disclosure of the facts to the appointing authority. Under such circumstances, except as otherwise instructed by the City at the full disclosure of the facts, the individual should refrain from exercising responsibility in any matters concerning the City which reasonably might be considered to be affected by self interests.