

CITY OF LOCK HAVEN
CONFLICT OF INTEREST POLICY

Policy Statement

Employees of the City of Lock Haven are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties for the organization. Employees are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the City.

Application

This policy applies to all City of Lock Haven employees. The standards outlined in this policy are particularly relevant to employees who are in a position to make or influence decisions of the organization.

Definition

A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of the City of Lock Haven. It includes 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. For definitions of other terms, see City of Lock Haven Code of Conduct.

Conditions

The rules and examples that follow do not exhaust the possibilities for conflict of interest, but they identify obvious situations covered by the policy.

Special Treatment

Employees are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.

Receiving Fees or Gifts

Employees may not accept gifts, money, discounts or favours including a benefit to family members, friends or business associates for doing work that the city pays them to do. The exceptions to this are promotional gifts or those of nominal value e.g., coffee mug or letter opener with the company's logo or the occasional lunch.

Outside Work or Business Activities

Employees may not engage in any outside work or business activity:

- (a) that conflict with their duties as city employees;
- (b) which use their knowledge of confidential plans, projects or information about holdings of the City; and
- (c) that will, or is likely to, negatively influence or affect them in carrying out their duties as city employees.

Using City Property

Employees may not use, or permit the use of, items of city property, facilities, equipment, supplies or other resources for activities not associated with their work. Any exceptions to this must be expressly approved by the City Manager.

Confidential Information

Employees may not disclose confidential or privileged information about other employees, City property, or affairs of the City, or use confidential information to advance personal or others' interests.

Guidelines for Management and Professional Staff

Some positions in the organization are more susceptible than others to conflicts of interest. The following two sections are specifically for executives, managers and employees who give professional advice or assistance, or who work on program policies or budgets. These sections also refer to employees in confidential positions working with the above mentioned staff.

Representing Others

Staff described in the paragraph above may not appear before Council or a city committee on behalf of a private citizen other than himself/herself, his/her spouse, his/her parents, or his/her minor children, where the employee is either paid, or is involved in any way in the issue/policy.

Appointments

Staff who holds positions described above may not seek or accept appointment to a city committee or board (except in the capacity of a city employee) and require permission from the City Manager. Staff who holds positions as board members on community agencies that deal with issues related to their work at the city should inform the City

Manager of their appointments. When agency issues arise that place them in actual or potential conflict with city policy or procedures, they should declare a conflict of interest.

Requirement to Report Conflict of Interest

If employees have a personal or financial interest that might present a conflict or bias in connection with their duties as city employees, they must report this conflict to the City Manager in writing.

Reporting a Conflict of Interest

An employee shall report a potential conflict of interest to the City Manager in writing.

Failure to Comply With the Policy

Employees who fail to comply with this policy are subject to disciplinary action up to and including dismissal.

Implementation

All Department Heads shall make this policy available to all employees. Employees should check with the City Manager if they need assistance in interpreting whether a situation they have experienced or are confronting puts them in a conflict of interest situation.

Approved by Lock Haven City Council

Date Approved: September 9, 2013