

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Conflict of Interest

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Conflict of Interest

INTENT:

To protect the interests of the Town of Amherstburg in providing services to Town residents.

SCOPE:

This policy applies to all employees.

PROCEDURE / IMPLEMENTATION:

A conflict of interest is defined as a conflict between an employee's personal interest and his/her responsibility as an employee of the Town of Amherstburg that interferes with the performance of his/her position in serving the interests of the Town of Amherstburg.

The following are the responsibilities of all employees while performing their duties and avoiding potential conflicts of interest:

1. All employees are expected to comply with the purposes, goals, objectives and policies of the Town of Amherstburg.
2. An employee shall not engage in an act or relationship that compromises the employee's position of responsibility and trust with the Town.
3. Employees shall not solicit or accept a gift, present, favour, the acceptance of which shall place the employee under obligation to the donor. The following actions are acceptable in the performance of public duties:
 - normal hospitality among persons doing business
 - token exchanges as part of protocol
 - normal presentations made to individuals, participating in public functions

4. Employees shall not participate in any decision or make or promote any recommendation to their supervisor or to the Municipal Council on any matter in which they or their family (parents, spouse or any child, brother or sister) has any financial interest except as a resident of the Town.
5. Employees shall not engage in any supplemental employment or business undertaking that would interfere with the performance of his/her duties with the Town.
6. Employees shall not engage in any supplemental employment or business undertaking which he/she has an advantage derived from his/her employment with the Town.
7. Employees shall not solicit or perform any supplemental employment during working hours, or utilize any municipal equipment, telephones or facilities during working hours, for the purpose of soliciting or performing supplemental employment.
8. It is the responsibility of the employee of the Municipality to report any conflict of interest within the meaning of these guidelines to his/her department head through his/her immediate supervisor. Employees who knowingly fail to report, or engage in, a conflict of interest as outlined in this policy, shall be subject to disciplinary action.
9. The responsibility for determining whether a conflict of interest exists, whether there is some doubt or question and for the administration of these guidelines, is that of the department head.