

**TOWN OF
AMHERSTBURG**



**POLICY NO.: H00-00 EMPLOYMENT
CONFLICT OF INTEREST-
MOONLIGHTING**

SOURCE:

SECTION:

DATE ENACTED: December 10th, 2007

DATE OF AMENDMENT:

SUBJECT:

EMPLOYMENT CONFLICT OF INTEREST- MOONLIGHTING POLICY

INTENT:

To ensure employees of the Corporation of the Town of Amherstburg do not perform or involve themselves with any secondary employment that conflicts with the full-time or part-time employment for which they were hired.

To ensure employees of the Corporation of the Town of Amherstburg are not in a conflicting position to have an advantage or appear to have an advantage derived from employment with the Town which is not generally available to the public at large.

SCOPE:

This policy applies to all employees.

PROCEDURE / IMPLEMENTATION:

All employees will be required to adhere to the policy.

The policy will be enforced by Department Heads in conjunction with the Human Resources Department.

No employee shall engage in any outside work or activity or business undertaking:

- That interferes with the employees duties
- In which the employee has an advantage or appears to have an advantage derived from employment with the Town
- In a professional capacity that will or might appear to influence or affect the carrying out of duties as a Town employee

- Use Town property, equipment, supplies or services for activities not associated with the official discharge of duties.

REFERENCES AND RELATED POLICIES:

All Town By-laws and Policies as adopted.

CONSEQUENCES OF NON COMPLIANCE:

Non-compliance will be subject to review by Human Resources and may result in disciplinary action.

REVIEW CYCLE:

This policy will be reviewed on an 'as needed' basis by the Senior Management Team for report to Council in open session.