



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Conflict of Interest, Solicitation, and Acceptance of Gifts
INITIAL EFFECTIVE DATE	April 25, 2016
LAST REVISION DATE	Replaces <i>Section 13.6, and 13.15</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	10.13

OBJECTIVE It is the intent of the City of Watauga to conduct all its business in accordance with the highest standards of ethical conduct.

SCOPE This policy applies to all City Officers, Officials, and employees.

POLICY

All City employees and officials should maintain the utmost standards of personal integrity, truthfulness, and fairness in carrying out their duties. This includes avoiding real or perceived improprieties in their roles as public servants and never using their City positions or powers for improper personal or professional gain. All City employees and officials must abide by the Ethics Ordinance as approved by City Council.

The City and its employees must, at all times, comply with all applicable laws and regulations. The City will not condone the actions of persons who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The City does not permit any activity that fails to stand the closest possible public scrutiny.

No City employee or official may:

1. Have any financial or other interest, directly or indirectly, in any proposed or existing contract, purchase, work, sale, or service to, for, with or by the City;
2. Use City employment, authority, or influence in any manner for unauthorized personal betterment, financial or otherwise;
3. Have discussions or participate in decisions of any City agency, board, commission, or instrumentality if the employee has any personal economic interest or is employed, directly or indirectly, by the person or entity that is the subject of the discussion or decision;

4. Accept other employment or engage in outside activities incompatible with the performance of duties and responsibilities as a City employee or that might impair independent judgement in the performance of duties to the City; or
5. Accept remuneration or provide services for compensation, directly or indirectly, to a person or organization requesting an approval, investigation, or determination from the City.

In accordance with House Bill 23 adopted in 2015, officials and employees acting in an official capacity must file a Conflict of Interest Form if they have exercised discretion in planning, recommending, or selecting of a contract if certain relationships exist between the them and the vendor. Conflict of Interest Forms and more information are available in the Finance Department.

Solicitation and Acceptance of Gift

1. No employee may be required to make any contribution nor may an employee be penalized in any way concerning employment according to the employee's response to a solicitation.
2. No employee shall accept or solicit any money property, service, or other thing of value from a person, business entity, or other organization regulated by, contracting with, or having any other business relationship with the City department of which the employee is a member unless approved by the Department Director. Any gift in excess of \$25.00 shall be reported in writing to the City Secretary within seven (7) calendar days.
3. If a person or company presents a gift to a City employee in excess of \$25.00 as a reward for service or as an act of expressing appreciation, then the employee shall report the gift in writing to the Department Director and the City Secretary within seven (7) calendar days.
4. Employees of the City shall submit to the City Secretary by December 31 of each year a detailed accounting (including date name and benefit conferred) of any benefit consisting of travel, dinners, gifts, or other related benefit exceeding \$25.00.

See Policy 10.10 Performance and Conduct Expectations

Violations of this policy may result in disciplinary action. Employees should direct questions regarding the prohibitions imposed by this policy to their Department Director, the Director of Human Resources, or the City Manager's office.