
 Town of Swansboro	<b>Personnel Policy</b>		<b>Conditions of Employment Expectation of Ethical Conduct</b>	
	Number: Article V; Section 7	Revisions: 1	Effective Date: July 22, 2014	Page of 1 2
	Supersedes: Administrative Policy #8 (combined to current)		Approved By: 	

**ARTICLE V. CONDITIONS OF EMPLOYMENT**

**Section 7. Expectation of Ethical Conduct / Conflicts of Interest**

The proper operation of Town government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

As stewards of public resources and holders of the public trust, Town employees are expected to uphold the highest standards of ethical conduct while fulfilling their job duties and responsibilities.

Employees shall not accept gifts, loans or thing of value (more than \$25) from organizations, business firms, or individuals with whom they have or may have official relationships because of Town business. These limitations do not prohibit the acceptance of articles of negligible value which are distributed generally, nor prohibit employees from accepting social courtesies that promote good public relations, nor prohibit employees from obtaining loans from public lending institutions, nor prohibit receiving honoraria for activities related to Town services. It is particularly important that inspectors, contracting officers, and enforcement officers guard against relationships that might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

**Conflicts of Interest**

A conflict of interest is defined as an actual or perceived interest by a Staff member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. A conflict of interest occurs when an Employee has a direct or fiduciary interest in another relationship. A conflict of interest could include:

- Ownership with an Employee where one or the other has supervisory authority over the other or with a client who receives services.

- Employment of or an Employee where one or the other has supervisory authority over the other or with a client who receives services.
- Contractual relationship an Employee where one or the other has supervisory authority over the other or with a client who receives services.
- Creditor or debtor to an Employee where one or the other has supervisory authority over the other or with a client who receives services.
- Consultative or consumer relationship with an Employee where one or the other has supervisory authority over the other or with a client who receives services.

The definition of conflict of interest includes any bias or the appearance of bias in a decision making process that would reflect a dual role played by a member of the organization or group. An example, for instance, might involve a person who is an employee and who hires family members as consultants.

**Employee Responsibilities:**

It is in the interest of the organization and individual staff to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest.

Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. This organization serves the community as a whole rather than only serving a special interest group. The appearance of a conflict of interest can cause an embarrassment to the organization and jeopardize the credibility of the organization. Any conflict of interest, potential conflict of interest or the appearance of a conflict of interest is to be reported to supervisors, department head, human resources or town manager immediately. Employees are called to maintain a sense of fairness, civility, ethics and personal integrity even though law, regulation, or custom does not require them.