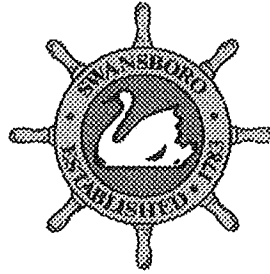


#8

BOARD OF COMMISSIONERS

David L. Russell, Mayor
Philip R. Keagy, Mayor Pro-Tem
Elbert C. Benton, Commissioner
James G. Allen, Commissioner
John J. Lister, Commissioner



OFFICE OF THE TOWN MANAGER

Edward L. Faison, Town Manager
Paula W. Webb, Town Clerk

sm
Town of Swansboro

Friendly City By the Sea • Established 1783

CONFLICT OF INTEREST POLICY

Conflict of Interest Defined:

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 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, individual staff, and Board Members 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 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 your supervisor immediately. Employees are to maintain independence and objectivity with clients, the community, and organization. Employees are called to maintain a sense of fairness, civility, ethics, and personal integrity even though law, regulation, or custom does not require them.


Acceptance of Gifts:

Employees, members of employee's immediate family, and members of the Board are prohibited from accepting gifts, money or gratuities from the following:

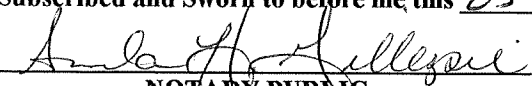
- a. Persons receiving benefits or services from the organization;
- b. Any person or organization performing or seeking to perform services under contract with the organization;
- c. Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If the employee is acting in any official capacity, honoraria received by an employee in connection with activities relating to employment with the organization are to be paid to the organization.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT: TOWN of SWANSBORO	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: EL FAISON, TOWN MANAGER	
SIGNATURE: 	DATE: 1.23.07

Subscribed and Sworn to before me this 23 day of JANUARY, 2007.


NOTARY PUBLIC

My Commission Expires: 1/30/2011

