


TOWN OF WOODFIN - POLICY STATEMENT		Policy #:	
Department: Administration		Issuing Date:	12/19/2020
 <p>Policy Title: Conflict of Interest Policy</p>	Effective Date:	12/19/2020	
	Revised Date:	N/A	
	Prepared By:	Jason Young, Town Administrator	
	Approved By & Date:	Board of Commissioners 12/19/2020	

PURPOSE: To establish a procedure for how handle a conflict of interest by any elected official, appointed official, or town employee

POLICY: **Conflict of Interest Defined**
 A conflict of interest is defined as an actual or perceived interest by any elected official, appointed official, or town employee (Officials) 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 Official has a direct or fiduciary interest in another relationship. A conflict of interest could include:

- Ownership by more than one Official where one or the other has supervisory authority over the other or with a client who receives services.
- Employment of or by more than one Official where one or the other has supervisory authority over the other or with a client who receives services.
- Contractual relationship with an Official where one or the other has supervisory authority over the other or with a client who receives services.
- Creditor or debtor to an Official where one or the other has supervisory authority over the other or with a client who receives services.
- Consultative or consumer relationship with an Official 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 Official who is an employee and who hires family members as consultants.

Employee Responsibilities

It is in the interest of Town of Woodfin Officials 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 obligated to avoid any conflict of interest or appearance of any conflict of interest as a condition of employment, as defined in the Personnel Policy (rev. 2 June 2017). 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.

Acceptance of Gifts

Any Official is prohibited from accepting gifts, money or gratuities from the following:

- Persons receiving benefits or services from the organization
- Any person or organization performing or seeking to perform services under contract with the organization

- Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

SCOPE: This policy applies to all employees of the Town of Woodfin.

COMMENTS: Policy should be reviewed annually and updated, as necessary.

**POLICY
AUTHORITY:** Please contact the Town Manager at 828-253-4887 with any questions pertaining to this policy.