

CITY OF GRAND FORKS			
<b>POLICY TITLE:</b>	<b>Employees – Conflict Of Interest</b>	<b>POLICY NO:</b>	<b>602</b>
<b>EFFECTIVE DATE:</b>	<b>March 16, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

**POLICY:**

**Employees, management or supervisory staff must not have a conflict of interest when dealing with suppliers and contractors. All conflicts of interest must be declared to the City Manager prior to acting on behalf of the City. The City Manager shall declare his conflict of interest to the Mayor or Council and remove himself from further participation.**

**PROCEDURE:**

1. Where an employee has an outside interest in either a business enterprise or is an employee for another employer and which is so demanding on their time and energies as to interfere with the employee's ability to carry out their full job functions for the City meeting the expectations of the City , the employee must eliminate the interference.
2. Buyer/Supplier relationships involving City employees are particularly prone to give rise to conflict of interest relationships. No employee shall accept gifts or other favours from suppliers and must immediately report to a supervisor any attempt by a supplier to provide same.