

# CONFLICT OF INTEREST

POLICY No.: **P-040**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

## I. PURPOSE

To provide guidance to employees engaged in any aspect of the purchasing function concerning the avoidance of conflict of interest.

## II. SCOPE

This policy applies to all employees who participate in any phase of the purchasing process.

## III. GENERAL

It shall be unethical for any Town employee to participate directly in a procurement contract (i.e. Purchase Order) when the Town employee knows that:

- (a) the Town employee or any member of the Town employee's immediate family has a financial interest pertaining to the procurement contract; or
- (b) any other person, business, or organization with whom the Town employee or any member of the Town employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

A Town employee or any member of a Town employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.