

# **Town of Butternuts**

## **Employee Conflict of Interest Policy**

**Amended, Feb.14, 2024**

This policy establishes conflict of interest guidelines that pertain to all employees.

The observance of high ethical standards by employees is essential to the conduct of the Town of Butternuts' business. Employees hold their position as a trust, and any effort to realize personal gain through official conduct is a violation of the trust.

Decisions about the Town of Butternuts' business and the use or disposition of its property are to be made solely in terms of the benefits to the Town and are not to be influenced by any private profit or other direct or indirect benefit to staff who take part in such decisions.

Examples of prohibited conflicts of interest include, but are not limited to, the following:

- An employee shall not directly or indirectly receive or agree to receive any payment of expense, compensation, consideration, gift, contest prize, reward, gratuity, favor, service, or promise of future employment or other future benefit from any source except the Town of Butternuts for any activity related to the duties and/or activities of the employees as a staff member, including outside training activities.

However, acceptance of any of the following shall **not** be a violation of this rule:

- Advertising gifts of minimal value (not to exceed total value of \$75 per year);
- Mementos recognizing individual service (i.e., plaques);
- Reimbursement of expenses for travel or meals, not to exceed actual expenses incurred, which are not reimbursed;
- Honoraria or reimbursement of actual employee expenses paid for papers, talks, demonstrations, or appearances approved by the Town of Butternuts and made by employees on their own time for which they are not compensated by the Town but are representing the Town of Butternuts shall not be a violation of this rule.
- An employee shall not enter into business negotiations on behalf of the Town of Butternuts directly or indirectly, with close relatives, with members of the employee's immediate household, or with any legal entity owned in any regard by the employee, close relatives of the employee, or members of the employee's immediate household. Close relatives shall be defined as (1) a current or former spouse; (2) a father, mother, guardian, brother, sister, son, daughter; or a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law).

- An employee shall not be retained as or otherwise act as a consultant or contractor by an organization that seeks to do business with the Town of Butternuts.
- An employee shall not disclose proprietary and confidential information, shall not use such information to directly or indirectly further the employee's private interest, and shall not accept outside employment or involvement in any business or activity that would benefit from the disclosure or use of such proprietary and/or confidential information.

Any conflict of interest, potential conflict of interest or appearance of conflict of interest should immediately be reported in writing by any employee with knowledge of the conflict to the Town Supervisor. The Supervisor will determine an appropriate response following an investigation of the situation.