



ARTICLE XXXIV EXPECTATION OF ETHICAL CONDUCT

I. POLICY:

The proper operation of Town Government requires that public officials and employees be independent, impartial, and responsible to the people; that the governmental decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public has confidence in the integrity of its government. No official or employee of the Town shall solicit or accept any gift, favor, or thing of value (over \$50) that may tend to influence such employee in the discharge of the employee's duties or grant in the discharge of duty an improper favor, service, or thing of value.

II. PURPOSE:

The Town is committed to operate all activities within the spirit and letter of all laws and regulations affecting its businesses and employees. Employees must exercise the highest level of integrity, ethics and objectivity in their actions and relationships which may affect the Town. Employees must not misuse their authority or influence of their positions in these relationships. Moreover, an employee has the duty to act in the best interest of the Town at all times.

III. PROVISIONS:

While the Town has no wish to interfere in any employee's outside activities, the Town prohibits conflicts of interest.

The Town's policies require that employees (and their immediate family, namely, spouses and family living in the same household) not have any ownership interests in, or own property with, any of the Town's vendors, suppliers, contractors, agencies, customers, or competitors (or their Town employees) unless the Town determines that such ownership interests does not conflict with the employee's obligations to the Town. These restrictions do not apply to ownership of stock of a public Company.

The Town requires that employees not work for or conduct any outside business with a competitor. Employees may not be engaged in any manner by a competitor of the Town.

To ensure the highest level of objectivity in dealing with the Town's vendors, suppliers, contractors, and agencies and to avoid the appearance of impropriety, employees and their immediate family are not permitted to accept personal benefits, solicited or unsolicited, of any kind. This includes gifts, free services, discounts, loans, lavish entertainment, or other special favors. Infrequent gifts valuing not more than \$100 may be accepted when they have not been solicited and are not being made in return for a special consideration or decision.

Employees may not use Town assets or funds for any unlawful or improper purpose. The Town does not authorize and will not condone any payment by any employee that is in the nature of a bribe, kickback, or disclosed commission or a commission that is in excess of those required in ordinary course of business to a third party for obtaining any business or otherwise bestowing a special favor on the Town or employee. Gifts or payments may not be offered or given to foreign officials, political parties, or candidates. While certain nominal payments or gifts to administrative personnel, who do not exercise discretionary authority, may be customary, any such payments or gifts must be disclosed to senior management in advance to ensure that they are appropriate. Records of any such payment or gift must also be maintained.

IV. USE OF TOWN PROPERTY AND EQUIPMENT:

Town equipment, materials, tools, and supplies shall not be available for personal use and are not to be removed from Town property except in the conduct of official Town business, unless approved by the Town Manager. All Town property issued to the employee shall be returned to the employee's supervisor upon termination of employment prior to the issuance of the final paycheck.

Policy adopted by Selma Town Council

Effective Date: November 14, 2000

As of August 10, 2021, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.