City Personnel Policy

CONFLICT OF INTEREST IN THE AWARD AND ADMINISTRATION OF PUBLIC CONTRACTS: CODE OF CONDUCT

POLICY: 801

Council approval: ~~12/02/2013~~

Pages: 2

POLICY:

It is the policy of the City that public contracts are to be awarded and administered in a fair and impartial manner and in the best interests of the City. City officials or employees involved in the award or administration of public contracts or the commitment to provide goods and services shall avoid conflicts of interest and the appearance of such conflicts in dealing with such contracts, goods, and services.

APPLICABILITY:

All employees.

PROCEDURE:

1. No employee, officer, or agent of the City shall participate in selection, or in the award or administration of a contract supported by public funds if a conflict of interest, real or apparent, would be involved.

   Such a conflict would arise when any of those listed below have a financial or other interest in the firm selected for award:

   A. The employee, officer, or agent;

   ~~D.~~B. For purposes of this policy, "relative" shall mean and include: the spouse of the applicant; persons related to the applicant to within the third degree and their spouses. Those in the following relationships to the applicant shall be deemed to be "relatives in the third degree" of the applicant for purposes of this policy:

   - Parents and stepparents, children and stepchildren
   - Siblings, step-siblings, and half-siblings
   - Grandparents and step-grandparents, grandchildren and step- grandchildren

- Aunts and uncles, nieces and nephews, great-grandparents, great- grandchildren

A spouse is a significant other in a marriage, civil union or common law marriage as defined by the State of Iowa;

~~E.~~C. The employee's partner; or,

~~F.~~D. An organization that employs, or is about to employ, any of the above.

2. Except for the extent permitted by state or local law or regulations, officers, employees or agents shall neither solicit or accept gratuities, favors, or anything of intrinsic value from contractors or suppliers, potential contractors or suppliers, or parties to sub agreements. For further clarification, see Iowa Code Section 68B.21 through 68B.24.

~~2.~~3. If this code of conduct is violated, penalties, sanctions or disciplinary action as provided in state or local law or regulations shall be enforced.

Not every situation or relationship will necessarily be improper, and disclosure aids the City in preventing problems before they arise.

~~3.~~4. All employees are required to complete a Financial Disclosure Form upon hire, as conflicts arise and annually as under policy procedures.