

CONFLICT OF INTEREST POLICY AND STATEMENT

CITY OF HASTINGS

Purpose The purpose of this policy is to acknowledge that the personal interests of a City council member, board member, or employee may, from time to time, conflict with the City's programs and best interests; to define a conflict of interest; to establish a procedure designed to ensure that City council members, board members, administrators and employees will not participate in a City decision, transaction or arrangement in which they have a conflict of interest; and, to require each City council member, board member, or employee to annually affirm their understanding of, commitment to and compliance with this policy.

Covered Individuals This policy applies to each City council member, board member, administrator and employee.

Definition of Conflict of Interest A conflict of interest exists if a covered individual's position or authority at the City, including the right to vote at a council, board or committee meeting, may be used to influence a City decision, transaction or arrangement that leads or may lead to any form of financial or personal gain or advantage for the covered individual, their family, or their employer other than the City.

Procedures for Handling a Conflict of Interest A covered individual may recuse themselves at any time from involvement in any discussion or decision, at a meeting or otherwise, in which the individual believes they have or may have a conflict of interest. If a covered individual has a question about whether a conflict of interest exists, they should disclose the potential conflict of interest, in sufficient detail, to the City Mayor or the City Manager. Each covered individual has a continuing duty of disclosure. A disclosure shall be made promptly on knowledge of the potential conflict but not later than a council, board or committee meeting at which a vote will be cast that may be influenced by the potential conflict of interest. After such disclosure and in the absence of self-recusal, the remaining members of the council, board or committee shall determine whether a material conflict of interest exists. If so, the conflicted individual will not participate in the discussion, decision or vote on the matter in question. The minutes of such a meeting shall reflect that a disclosure was made, that a determination was made by the remaining members of the council, board or committee, and that the subject individual did or did not participate in the discussion, decision or vote on the matter in question.

Enforcement If an individual covered by this policy fails to disclose a conflict or potential conflict of interest or fails to otherwise comply with this policy, the matter shall be referred to the Council or City Manager for appropriate action, which may include, but is not necessarily limited to, removal of the covered individual from the Council, board or by termination of employment.

Annual Conflict of Interest Statement Annually, each covered individual shall sign this Conflict of Interest Policy and Statement and shall disclose, at that time, any actual or potential conflict(s) known to the covered individual at that time. Each covered individual shall have an on-going obligation to notify the appropriate board or the City Manager promptly and in full compliance with this policy.

Acknowledgement, Affirmation and Commitment The undersigned covered individual has received a copy of this Conflict of Interest Policy and Statement; has read and understands the policy; acknowledges a continuing duty of disclosure; and, has and shall comply with this policy. The undersigned further understands that, if a conflict or potential conflict of interest is known to the individual at this time, he or she has a duty to and shall disclose the conflict below. If the disclosed information in this annual statement changes in any material respect, the undersigned shall disclose such a change as required by this policy and shall appropriately revise this annual Conflict of Interest Statement and submit to the City Clerk/Treasurer/Director of Finance.

Disclosure The undersigned covered individual is, at present, aware of a conflict or potential conflict of interest, as defined by this policy. The conflict or potential conflict of interest is described as follows:

COVERED INDIVIDUAL

DATE

SIGNATURE

PRINTED NAME

POSITION