




Human Resources Policies and Procedures

Policy Title: Conflict of Interest	Policy Number: 2.3
Effective: April 1, 2013	
Supersedes: Conflict of Interest Policy effective October 30, 2005; 1988 Rules and Regulations # 4, p.2	
Approval: 	Page 1 of 5

1.0 Scope

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| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

In order to maintain the public trust, personnel shall avoid any conflict between their private interests and those of the general public they serve.

3.0 Policy

3.1 General Guidelines

All personnel of the City of Ann Arbor are obliged to refrain from actions which might result in or create the appearance of a conflict of interest.

DISCLAIMER

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Below are some examples of a conflict of interest; this should not be considered an exhaustive list.

Using public office or employment for private gain for themselves, their friends, their relatives or certain entities in which they are a member;

Giving or accepting preferential treatment or monetary gain to or from any Person or organization;

Impeding government efficiency or economy;

Acting with a lack of independence or impartiality; employees are expected to disclose any interest or association that interferes, might interfere, or might be thought to interfere with independent exercise of judgment in the City's best interest;

Making official decisions outside of proper channels;

Affecting adversely the confidence of the public in the integrity of the City of Ann Arbor.

Employees at the City must function within all applicable laws and regulations, Federal, State and local, as well as within the City's own policies and procedures. No employee should encourage another to take any action contrary to these laws, regulations, policies or procedures.

3.2 Business Gifts and Hospitality

Employees shall not solicit nor accept any retainer, gift, loan, entertainment, favor, or other thing of monetary value from any individual or an organization, especially those individuals or organizations with whom the City has regulatory, contractual or purchasing business or seeks to do so. This includes discounts offered to an individual employee such as discounts on meals or tickets/admission to events.

Soliciting gifts or favors, either directly or indirectly, is strictly prohibited. If a gift is offered, employees are expected to refuse such an offer as tactfully as possible by advising the donor of the City's policy on such matters.

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Unsolicited and inexpensive gifts that can be shared by an entire office and/or enjoyed by the public can be accepted such as pens, pencils, key rings, calendars, coffee cups, etc. or other small items, such as boxes of candy, nuts, plants, etc. Employees are encouraged to notify their supervisor upon receiving an unsolicited gift as noted above.

Any gift of cash, including gift certificates, is strictly prohibited.

The only discounts that City employees may accept because of their employment are those that are offered to all employees via the City's internal bulletin board located on A2 Central, or as part of the City's negotiated purchase agreements. The City's internal bulletin board is located on A2Central, Tools and Resources tab, Employee Discounts.

Employees can accept minor refreshments (such as cups of coffee or bottles of water) that would not appear to be given with the intent to influence their actions as a City employee.

Offers of free or discounted travel, lodging or meals due to attendance/presentation at a conference or seminar should be reviewed and approved in advance by the employee's Service Area Administrator.

3.3 Political Activity

An employee shall not use or permit others to use the authority of their position to actively support either a candidate for City Council, a City issue, or any other political candidate or political issue.

Employees shall not conduct personal political activity during working hours or while acting in any capacity as a representative of the City. Employees may not use City funds, supplies, resources, vehicles, or equipment for such political activity.

An employee shall not wear any City uniforms or apparel or use City vehicles displaying the City logo while conducting personal political activity after work hours. Such actions include gathering of signatures to any petition and campaigning for or against a ballot issue or candidate.

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3.4 Other Prohibited Conduct

Confidential Information – Divulging or benefiting from the disclosure of confidential information to any person not authorized to obtain such information is prohibited. Confidential information means information which has been obtained in the course of one's official capacity or employment with the City which is not known by or available to the general public or which is obtained on the basis of a promise of confidentiality or which is required to be held confidential by law or regulation or which the employees or official has been directed to keep confidential. Confidential information may include, but is not limited to, information regarding labor negotiations, police matters, employee records, purchase of property and pending litigation.

Nonprofit / Volunteer organizations – Participation on a Board for a nonprofit or volunteer organization can present some potential conflict of interest situations. Thus, it is suggested that employees discuss the nonprofit position with their Service Area Administrator before accepting it.

City Uniforms and Vehicles - An employee shall not wear any City uniform or apparel or use City vehicles displaying the City logo while engaged in conduct that could be harmful to the reputation of the City.

Use of City Property - No official or employee shall request, use or permit the use of any City owned or supported property, including but not limited to, any vehicle, equipment, technology, material, labor, service or money, for his or her own personal convenience or private advantage, or that of any other person.

Purchase and Lease of Real Property from the City - An employee of the City shall not purchase or lease real property from the City nor shall an employee have any interest in or obligation to a company which purchases or leases real property from the City.

Business Interfering with the Work of the Employee - An employee shall not conduct business, or do work for another business or employer, during working hours.

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Business with the City - An employee may not sell goods or services to the City or be an owner or part owner of a company that sells goods or services to the City.

4.0 Responsibility

It is the responsibility of management and Human Resources Services to assure employee compliance with this Policy.

5.0 Procedures

Caution is always the best guide to behavior in this area. An employee who conceals such interest or violates requirements of this policy shall be subject to disciplinary action up to and including discharge.

Employees are encouraged to discuss any circumstances that they believe may violate this policy with his or her supervisor or Service Area Administrator.

Employees who have reason to believe this code of conduct has been breached are encouraged to bring their concerns to the attention of their supervisor or Service Area Administrator.

If an employee wishes to bring their concerns forward anonymously they may do so by contacting the City's internal auditor via email (internalauditor@a2gov.org) or the confidential Fraud Hotline at 877-741-4058.

No adverse action shall be taken against any employee, who, acting in good faith brings forward such information.

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