

RESOLUTION NO. 455

A RESOLUTION ADOPTING A CONFLICT OF INTEREST POLICY FOR THE CITY OF HARPERS FERRY, IA

I. Purpose

The purpose of this policy is to protect the interests of The City of Harpers Ferry (hereinafter referred to as City) in the regular course of business, agents and employees of the City who may have the opportunity to advance their own personal interests with or against the interests of the City. Acting in such a manner is unacceptable and any party who acts outside the City's best interest may be subject to disciplinary action, up to and including termination of employment or removal from office.

II. Definitions

- a. Employee – any person who is employed by the City in a part or full-time capacity and in accordance with the labor laws of the State of Iowa.
- b. Agent – Mayor, council member, contractor, or other third-party that is in the position to act on behalf of the City.
- c. Financial Interest – The interest that any individual may have in the monetary transactions of the City. In particular, any interest that could have a direct bearing on the financial gain/loss of said individual.

III. Procedure

a. Duty to disclose

Every employee/agent of the City is obligated to disclose any known or potential conflicts of interest as soon as they arise. Failure to do so could result in termination of employment or removal from office.

b. Investigating potential conflicts

When a possible conflict of interest arises, the Mayor and/or Personnel Committee will collect all the pertinent information and may question any concerned parties. If the Mayor and/or Personnel Committee determines that a conflict exist, steps will be taken to address the conflict. If no conflict exists, the inquiry may be documented but no further action will be taken.

c. Addressing Conflicts of Interest

When an actual conflict of interest is found, any transactions that may have been affected will be reviewed retroactively. Affected parties both within and outside of the business, including council members, employees, and contractors will be notified. An investigation will also be conducted by the Mayor and/or the city attorney to determine the extent of the conflict and the intentions of the parties involved.

If the conflict in question involves a member of the City Council or Mayor, such a member will be excused from any council actions or deliberations.

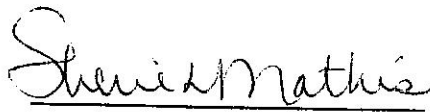
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Passed by the Council and approved by the Mayor this 8th day of March, 2021.



Mayor

Attest:



City Clerk