

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.**

**CITY OF FOREST ACRES**

**Conflict of Interest / Gifts and Gratuities Policy**

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Approval:  Date: 2/10/15  
City Administrator

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## **Conflict of Interest / Gifts and Gratuities Policy**

### **I. Conflict of Interest Policy**

City employees are covered by state ethics laws that prohibit public employees from using their public position for personal gain or to benefit a family member or business associate.

State law also prohibits employees from making governmental decisions on matters in which they or their family or business associates have an economic interest. Employees must notify their supervisors in writing of any matter in which they, their family or business associates have an economic interest and in which they must act on behalf of the City. The supervisor must send the notification to the City Administrator for review. If the City determines a potential conflict of interest or appearance of conflict of interest the matter may be reassigned to another employee.

### **II. Gifts and Gratuities Policy**

No employee may directly or indirectly solicit any gift or accept or receive a gift under circumstances in which it could be inferred that the gift was intended to influence the employee's performance of official duties or was intended as a reward for an official act. A gift is defined as any benefit, favor, service, privilege or thing of value that could be interpreted as influencing an employee's impartiality. A gift includes but is not limited to meals, trips, money, loans, rewards, merchandise, foodstuffs, tickets to sporting or cultural events, entertainment, and personal services or work provided by City suppliers or contractors. This policy is not intended to prohibit the acceptance of items of nominal value that are distributed generally to all employees within a department.

A determination as to whether this policy has been violated is in the City's sole discretion.